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To give direction to future program planning, this study was conducted to determine employment opportunities, analyze data to predict job trends, and analyze requirements for jobs in the home economics area. Structured interviews were conducted at 250 randomly selected businesses, industries and homes in seven major population centers of Kentucky. There were 32,973 jobs related to home economics knowledge and skill being performed by employees in Kentucky; employees will be needed in at least 28 of the 50 job titles. The greatest employment opportunities are as waitresses, kitchen helper, cook, short order, porter, cafeteria, maid, baker helper, restaurant manager, food baker, charwomen, and hostesses. A high school diploma is a prerequisite for 42 percent of the above jobs, 4 percent required work experience, and 22 percent required employees to be 21 years of age or older. The study revealed that wages were low, there were few benefits, hours were long, there was little chance for advancement. Numerous tables are included. (FP)

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EMPLOYMENT OPPORTUNITIES IN WHICH KNOWLEDGE AND SKILL IN HOME ECONOMICS ARE NEEDED.

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June, 1969

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CHAPTER 1

INTRODUCTION

The Vocational Act of 1963 places emphasis on the occupational preparation aspect of the home economics program. In 1965 Kentucky started five experimental programs because local surveys showed a need for the occupational-training programs. In order to effectively plan for future home economics programs in occupational preparation, complete data for the State of Kentucky were needed on employment opportunities. This study compiles the information related to employment opportunities in which home economics knowledge and skill are needed.

Need for Preparation Program

Home economics is concerned with helping girls develop as mature women, enhancing home and family life, assisting some individuals to achieve employability, enabling some to get ready for higher education in home economics or related fields and helping young men assume their roles in building strong, secure families. Home economics content is derived from the following fields: child development, clothing and textiles, housing, furnishings, and equipment, management, nutrition and foods, and relationships. With this concern and these areas of home economics content, it is envisioned that men will participate in some of the occupational programs, but to a greater degree women will be enrolled in the programs. There is a need for a strong occupational program for women in Kentucky, not only to raise the educational level of women, but also, to contribute to the economic welfare of families.

According to the 1960 Census, there were approximately 1.1 million women, 14 years of age and over, in Kentucky.[1] Of these women, slightly over 291,000 were employed outside-the-home;[2] this constituted 27.1 percent of the women population.[3] In the United States, approximately 22 million women, or 33.5 percent, were employed in 1960.[4] Women were working outside-the-home in Kentucky less than the National average. Current projections of the future employment needs predict not only an increased number of jobs for women, but also an increase in the female portion of the total employment population.

Women in Kentucky had fewer years of formalized schooling than was the average for most women in the United States. The median years of schooling completed by Kentucky women, 25 years old and over, was 8.8 years;[5] the median for the United States was 10.9 years.[6]

Lack of education is usually coupled with low income. In the United States (in 1960), 32.5 percent of families and unrelated individuals existed on incomes of $3,000 or less.[7] In Kentucky, 38 percent of all families and unrelated individuals existed on $3,000 or less.[8] There is a need to increase the income level of families and individuals.

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[1] United States Population 1960 Kentucky (Washington, D.C.: U.S. Department of Commerce, 1960), p. 155.

[2] Ibid.

[3] Kentucky's Population in the 1960's (Lexington, Kentucky: University of Kentucky, Agricultural Experiment Station, 1963), p. 44.

[4] Ibid.

[5] Ibid.

[6] Ibid. p. 35

[7] Ibid, p. 64

[8] Kentucky's Population in the 1960's, p. 64.

The typical salary paid to employed women in Kentucky was far below the salary paid to women elsewhere. In 1959, the median earnings for females in Kentucky was $1,884;[1] the median for the United States was $2,348.[2] There is a great need for educational programs which will enable women to receive fair economic compensation for working.

The three foregoing deficiencies in the employment of women, namely low level of employment, low employment achievement level, and very low income, have led to a high level of deprivation of families and individuals in Kentucky. Coupled with the picture of deprivation is the fact that many citizens in Kentucky live in rural, isolated areas where communication with the outside world is limited, if not lacking. Families cannot enjoy the benefits or assume the responsibilities in the "Great Society" when they are living on the fringe of utter poverty. One of the first important steps in alleviating Kentucky's plight is to assess and examine the employment opportunities for women skilled in the area of home economics.

Objectives

The main purpose for the comprehensive analysis of employment opportunities involving knowledge and skill in home economics in Kentucky is to give direction to home economics program planning in the area of occupational preparation. There were three broad objectives for the study.

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[1] Kentucky's Population in the 1960's. p. 66.

[2] U. S. Bureau of the Census. Current Population Reports, Series p-60, p. 46.

They were:

1. To determine the job opportunities involving knowledge and skill in home economics.
2. To analyze the data to predict job trends.
3. To analyze the requirements for jobs within the various occupations in the area of home economics.

Research Hypotheses

The three specific objectives gave direction for establishing the research hypotheses for the study. The objectives with their related hypotheses follow:

Objective 1. To determine the job opportunities involving knowledge and skill in home economics.

Hypotheses:

H_{1a}: When job descriptions in the Dictionary of Occupational Titles are analyzed, clusters of jobs involving home economics knowledge and skill are found.

H_{1b}: When areas of the State having the greatest employment opportunities are sampled, an index of the need for programs in home economics will emerge.

Objective 2. To analyze the data to predict job trends.

Hypothesis:

H_{2a}: When an analysis is made of the employment categories from the present and are predicted for the future, more accurate trends for employment opportunities in home economics can be discerned.

Objective 3. To analyze the requirements for the jobs within the various occupations in the areas of home economics.

Hypothesis:

H_{3a}: As performance of jobs is observed or reported by specified personnel, more accurate requirements for jobs are ascertained for the various occupations.

Classification

Vocational education includes many areas of specialization. This research project was geared towards those employment opportunities which most nearly could be classified as related to home economics knowledge and skill. The following classification and definitions of home ecnomics were used as a guideline.

Home Economics[1] comprises the group of related courses or units of instruction organized for purposes of acquiring knowledge and developing understandings, attitudes, and skills relevant to (1) personal, home, and family life, and (2) occupational preparation requiring the knowledge and skills of home. The subject matter of home economics includes, in addition to content unique to the area, concepts drawn from the natural and social sciences and the humanities. The following classifications identify the various aspects of home economics.

2.0 Occupational Preparation

The courses or units of instruction in home economics emphasizing acquisition of knowledge and development of understandings, attitudes, and skills relevant to occupational preparation and the utilization of specified knowledge and skills in home economics. Learning activities and experiences are oriented toward the development of competences essential for entry into a chosen occupation or for acquiring new or additional competences for upgrading occupational proficiency. Subject matter is coordinated with appropriate field, laboratory, and occupational experience. Occupations include those which provide (1) services to families in the home and similar services to others in group situations. (2) assistance to professionals in industries, agencies, and organizations, related to home economics and (3) other services and/or assistance directly related to one or more home economics subject-matter areas.

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[1] Part II of the Minutes of the Meeting of the Ad Hoc Committee for Home Economics, November 22-23, 1965.

2.1 Care and Guidance of Children

Preparation for a variety of employment opportunities related to child care centers and young children, e.g., assisting directors of child day-care centers or directors of nursery schools with activities on playgrounds and in recreation centers, and caring for children in stores and airports.

2.2 Clothing Management, Production, and Services

Preparation for employment concerned with clothing and textiles, e.g., fitting and altering ready-made garments, custom tailoring, and dressmaking, laundry-dry cleaning work, and demonstration and technical work in business and industry.

2.3 Food Management, Production, and Services

Preparation for a variety of employment opportunities related to institutional and commercial food services. These may include workers and supervisors in hospitals, child day-care centers, homes for the elderly, school lunch programs, and demonstrators and technicians in the food industry.

2.4 Home Furnishings, Equipment, and Services

Preparation for a variety of employment opportunities related to home furnishings and/or equipment which includes assistance to purchasers in the selection of suitable home furnishings and/or equipment, assisting interior decorators, and custom-making curtains, draperies, slip covers, and other related items.

2.5 Institutional, Home Management, and Supporting Services
Preparation for a variety of employment opportunities concerned with public housing services to homemakers and housekeeping services. These include hotel and motel housekeeping, homemaker services, institutional housekeeping, and assistants to homemakers and management aids in public housing.

2.6 Other Occupational Preparation
Aspects of occupational preparation not included in the above listing.

Definitions

Certain definitions were used in the research project. The following definitions help to clarify the terminology.

1. Job: any type of work or undertaking, either mental or manual, having a specific set of duties, responsibilities, and conditions, different from those of other work assignments.
2. Job title: a distinctive term used to designate a particular occupation.
3. Job Specification: a job description to which has been added the skill, effort, responsibility, and working conditions necessary to the fulfillment of the work assignment .

Assumptions

The following assumptions were made in initiating this study.

1. That persons doing the employing were knowledgeable regarding employment opportunities, job trends, and job specifications.
2. That adequate and reliable data could be collected by teachers, specially trained to do the interviewing.

Chapter 2

DESIGN

The design for the study consisted of two phases. Phase I consisted of the compilation and classification of job titles into the various job categories related to home economics knowledge and skill. Phase II consisted of planning for the utilization of this classification as a basis for gathering information and analyzing data related to employment opportunities in home economics.

Phase I. Compilation and Classification

The Dictionary of Occupational Titles (DOT) was used to determine the job titles, job specifications, businesses, institutions, etc., which involve or require knowledge and skill in home economics (as specified in Chapter 1). The job titles were then grouped into the various subject-matter areas of home economics. Each job title in the DOT has the job specification listed. These were typed on index cards.

The job titles were then classified into the "Occupational Categories" as used in the DOT. Since the study was for the purpose of giving direction to planning programs in vocational home economics below the baccalaureate degree level, the professional level of occupations was omitted.

After the occupations related to home economics were classified within the various occupational categories, then, where the job was performed was determined by the use of the DOT, Volume 1. For example, there were occupations involving home economics knowledge and skill in industries, in hospitals, in commercial eating establishments, in motels, and in homes.

Table 1 contains the summary data for Phase 1 part of the study. The centered numbers are the occupational categories and the numbers to the left of the home economics titles refer to the home economics numbering system used in Chapter 1.

Phase 2. Population and Sample

The industries and institutions selected for study were limited to seven population areas of Kentucky. The areas are located in counties which according to Fulmer were increasing rapidly in population.

> The response of population growth to jobs was more than proportionate in the rapidly growing counties; and, conversely, less than proportionate to job losses in the rapidly declining counties.[1] In the more recent ten-year period, 1950-60, 33 of Kentucky's 120 counties had population increases... these counties are concentrated in and around the following urban centers: Lexington, Louisville, Ashland, Bowling Green, Covington, Fort Thomas, Frankfort, Henderson, Hopkinsville, Louisville, Newport, Owensboro, and Paducah.[2]

Two advantages of using the most populous counties were (1) that they contained the urban areas which offer most of the State's opportunities for employment in home economics and (2) that the counties in which the areas were located had a high percent of women who were employed outside-the-home. Table 2 shows only two of these counties having below 30 percent of all women employed; therefore, the decision was made to use nine counties (Fayette, Jefferson, Warren, Kenton, Campbell, Franklin, Henderson, Daviess, and McCracken) in this study.

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[1] John L. Fulmer. "County Population Trends Reflect Underlying Job Changes." Research Briefs. (Lexington, Kentucky: University of Kentucky, College of Commerce, 1966), p. 1.

[2] Fulmer, p.2.

TABLE 1

"Occupational Categories" and "Job Titles" In Home Economics Areas and Locations

1 Technical and Managerial Occupations

2.2 Clothing Management, Production, and Services

Cloth Designer (Garment Industry)
Clothes Designer (Garment Industry)

2.3 Food Management, Production, and Services

Manager, Food Concession (Parks, Sportcenters)
Manager, Cafeteria or Lunchroom
Manager, Catering (Hotels, Restaurants)
Manager, Restaurant or Coffee Shop

2.5 Institutional and Home Management and Supporting Services

Executive Housekeeper (Hotels, Motels, Nursing Homes, Hospitals)

2 Clerical and Sales Occupations

2.3 Food Management, Production, and Services

Kitchen Clerk (Hotels, Restaurants, Hospitals)

3 Service Occupations

2.1 Care and Guidance of Children

Child-care Leader (Nursery Schools)
Child-care Attendant (Nursery Schools)
Babysitters (Domestic Service)
Infant's Nurse (Domestic Service)
Nursemaid (Domestic Service)
Foster Mother (Domestic Service)

2.2 Clothing Management, Production, and Services

Spotter, Head (Laundry and Dry Cleaning)
Spotter (Laundry and Dry Cleaning)
Clothing Maintenance Specialists (Domestic Service)
Dry Cleaner, Hand (Laundry and Dry Cleaning)
Presser, Hand (Laundry and Dry Cleaning)

2.3 Food Management, Production, and Services

Family Dinner Service Specialist (Domestic Service)
Cook, School Cafeteria
Cook, Short Order (Hotel and Restaurant)
Waiter, Formal (Hotel and Restaurant)
Combination Man (Hotel and Restaurant)
Fountain Man (Hotel and Restaurant)
Food Service Supervisor (Hotel and Restaurant)
Kitchen Supervisor (Hotel and Restaurant)
Counter Supervisor (Hotel and Restaurant)
Waiter, Captain (Hotel and Restaurant)
Cook, Head, School Cafeteria
Counterman, Cafteria
Kitchen Helper (Hotel and Restaurant)
Second Cook (Hotel and Restaurant)
Household Cook (Domestic Service)
Butcher, Meat (Hotel and Restaurant)
Food Assembler (Hotel and Restaurant)
Baker, Head (Hotel and Restaurant)
Chef, Kitchen (Hotel and Restaurant)
Kitchen Helper (Hotel and Restaurant)
Pantryman, Salad Maker (Hotel and Restaurant)
Executive Chef (Hotel and Restaurant)

2.4 Home Furnishings, Equipment, and Services

Furniture Cleaner (Laundry and Dry Cleaning)

2.5 Institutional and Home Management and Supporting Services

Charwoman, Head (Any Individual)
Charwoman (Any Individual)
Mother's Helper (Domestic Service)
Companion (Domestic Service)
Home Attendant (Domestic Service)
Housekeeper, Home I (Domestic Service)
Housekeeper (Hotel and Restaurant; Medical Service)
Maid, General (Domestic Service; Medical Service)
Butler (Domestic Service; Hotel)
Day Worker (Domestic Service)
Ironer (Domestic Service)
Laundress (Domestic Service)
Farm Housemaid (Domestic Service)
Domestic Couple (Domestic Service)
Footman (Amusement and Recreation; Domestic Service; Hotel and Restaurant)
Houseman (Amusement and Recreation; Domestic Service)
Personal Maid (Domestic Service)
Porter (And Individual)

2.6 Other Occupational Preparation

Hostess (Restaurant and Hotel)

5 Processing Occupations

2.3 Food Management, Production, and Services

Cook Decorator (Bakery Products)
Pantry Girl (Confection)
Decorator, Hand (Bakery Products)
Baker Helper (Bakery Products)
Baker (Hotel and Restaurant; Bakery Products)

6 Bench Work Occupations

2.2 Clothing Management, Production, and Services

Master Tailor; Tailor (Garment)
Tailor Apprentice, Custom (Garment)
Dressmaker (Any Individual)
Seamstress; Mender; Alteration Woman (Any Individual)
Seamstress, Linen Room (Hotel and Restaurant)
Seamstress, Mender (Laundry and Dry Cleaning)
Hat Trimmer (Laundry and Dry Cleaning)
Lining Finisher (Laundry and Dry Cleaning)
Alteration Tailor (Garment; personal tailor)

TABLE 2

URBAN AREAS, IN DESIGNATED COUNTIES OF KENTUCKY, WITH PERCENT OF WOMEN EMPLOYED, 1960 CENSUS

Urban Area	County	Percent of Women Employed
Lexington	Fayette	38.3
Louiville	Jefferson	33.6
Ashland	Boyd	26.3
Bowling Green	Warren	33.6
Covington	Kenton	32.7
Fort Thomas	Campbell	31.8
Frankfort	Franklin	43.5
Henderson	Henderson	30.7
Hopkinsville	Christian	27.8
Newport	Campbell	31.8
Owensboro	Daviess	36.2
Paducah	McCracken	31.7

Since Kenton and Campbell Counties constitute the Greater Cincinnati Area, this area was considered as one area. Therefore, eight population areas of Kentucky were used in the survey.

Sampling Plan

The compilated listings of industries, institutions, commercial establishments, and homes were studied. Where a cluster of occupations was represented in more than five industries, institutions, and other establishments, a 10 percent random sample of the institutions was taken. When five or less of the industries, institutions, and other establishments employed people in the various occupational categories, the complete population was surveyed.

To determine the need for employees in home related jobs, it was decided to use the Lexington Area for this phase of the study. A sample of 10 interviews per section of the Greater Lexington Area was accomplished by selecting at random 12 sections having median or above the median income for 1964.

Selection of Businesses and Industries

After the specific occupational clusters were determined, classified telephone directories for the population areas were used to ascertain names of the businesses and industries. When a 10 percent sampling plan was used, from four to 10 alternative businesses and industries were drawn since some businesses do close or change location and some employers might not consent to be interviewed.

Table 3 contains the summary of the total number of businesses and industries, percent of the total, sample size desired, and percent of sample for all seven population areas. Table 26, Appendix, contains data for each of the seven areas.

TABLE 3

SUMMARY OF SAMPLE OF BUSINESSES AND INDUSTRIES NEEDED FOR THE EMPLOYMENT OPPORTUNITY STUDY

Type of Business or Industry	Total Number	Percent of Total	Sample Size	Percent Of Sample
Bakery (retail)	84	3.8	15	5.2
Bakery (wholesale)	37	1.7	15	5.2
Cafeteria	69	3.1	15	5.2
Clothing and department stores	258	11.6	26	9.0
Hospital	46	2.1	14	4.9
Hotel	44	2.0	24	8.3
Laundry, dry-cleaning	228	10.3	22	7.6
Motel	151	6.8	16	5.6
Nursery school	32	1.4	12	4.2
Nursing home	114	5.1	13	4.5
Restaurant	1,155	52.1	116	40.3
Totals	2,218	100.0	288	100.0

Table 4 shows that the data utilized in this study come from 250 interviews rather than the planned 288. Three factors influenced this. First, some of the businesses were not in existence when the interviewer called and no alternative was possible. This was especially true for the hotel business. Second, Franklin County was eliminated from the sample. This decision was made because (1) Frankfort is the State Capitol and the high female employment rate is more closely related to office jobs rather than general female employment, and (2) the population is static, which indicates that those presently employed in home economics related jobs will likely remain employed in the jobs. The third factor which influenced the sample was related to the interviewer. Some of the interviewers elected not to complete all of the interviews for which they contracted; other interviewers found certain businesses or industries were not willing to cooperate.

TABLE 4

NUMBER OF INTERVIEWS MADE OF BUSINESSES AND INDUSTRIES, BY CATEGORIES

Type of Business or Industry	Total Number	Percent of Total	Sample Size	Percent of Sample
Bakery (wholesale)	37	1.7	11	4.4
Bakery (retail)	84	3.8	14	5.6
Cafeteria	69	3.1	15	6.0
Clothing and department store	258	11.6	25	10.0
Hospital	46	2.1	8	3.2
Hotel	44	2.0	18	7.2
Laundry, dry-cleaning	228	10.3	20	8.0
Motel	151	6.8	18	7.2
Nursery school	32	1.4	10	4.0
Nursing home	114	5.1	12	4.8
Restaurant	1,155	52.1	99	39.6
Total	2,218	100.0	250	100.0

Table 27, Appendix, shows the summary of the number of interviews completed with the businesses and industries for each of the population areas.

Selection of Home-Related Sample

The City of Lexington and its suburban area was used for exploring employment opportunities in homes. Income statistics were obtained from the City Planning and Zoning Commission in Lexington. The latest statistics available were from the 1964 Median Household Income Facts.

The median income data received were first reported by sectors, then by planning districts, and then by sections. These classifications were used to make the selection of areas to be used for interviewing.

The value of $6,000 was the estimated household median income for 1964 for Fayette County. Since income is related to home-related employment needs, only those areas of population with incomes at the median or above were used in the sample.

Fayette County is divided into 10 sectors. Only three of these sectors had estimated median household incomes at or above the median income. Sector 2, Eastland, had an estimated income of $6,020; Sector 3, Lexington SE, has $10,200, and Sector 4, Lexington SW, had $7,170.

Next, the planning districts for these three sectors were examined for median household income level. In Sector 2, four of the seven planning districts had incomes of $6,000 or greater--District 20, $6,390; District 22, $7,475; District 23, $6,500; and District 26, $6,330. In Sector 3, all five of the planning districts qualified--District 30, $11,050; District 31, $6,820; District 32, $12,170; District 33, $12,000; and District 34, $7,180. In Sector 4, all five of the planning districts qualified--District 40, $7,100; District 41, $6,670; District 42, $7,230; District 43, $7,670; and District 44, $7,180.

The median household incomes for these 14 planning districts were then analyzed by sections of Fayette County. There were 35 sections. Six were excluded because they were highly industrialized or contained shopping centers.

Of the remaining 29 sections, 50 percent or 14 sections were selected to use as the sample. The selections were randomly selected (50 percent for each sector). Sector 2, with seven sections remaining, had three sections randomly selected. Sector 3, with 13 sections, had six sections randomly selected. Sector 4, with nine sections remaining, had four sections randomly selected.

A sample of 10 households from each of the 13 sections was selected. The names of householders to be used were selected in the following way:

1. All of the streets which made up the randomly selected sections were located on a Map of Lexington and Vicinity.

2. Then, the November, 1966, Lexington Phone Directory, was used to determine all of the residents by streets.

3. The names were placed in a box (by sections) and 10 names were drawn for each of the 13 sections. Alternative names were also drawn for each section.

The interviewer contacted the householder by phone to make an appointment. In order to be sure that each section was represented by 10 interviews, five alternative names were drawn for each of the 13 sections.

Two sections were eliminated (Sections 300 and 440) because the interviewer found the families mainly living in apartments; both husband and wife were employed outside-the-home and none of the wives answered "yes" when asked if they had anyone employed to assist in home related jobs. Another section was added having no section number. One hundred and fourteen interviews were conducted.

Interview Questionnaires

Two types of scales were used in the study. One set of scales was used to gather data ragarding the (1) number of present employees in the home economics related jobs, (2) number of present vacancies in these jobs, (3) number of predicted employee vacancies by 1971, and (4) number of employee expansions expected by 1971. Another set of scales was used to gather data regarding specific tasks to be performed for each of the jobs.

Ten general interview questionnaires were constructed. Appendix A lists the names of the businesses and industries with the contents of the questionnaires are included, and in the Appendix B, an example of one of the general interview questionnaires is included.

Eighty-three job interview schedules were constructed for the purpose of collecting specific data for each job title related to home economics knowledge and skill. The tasks listed under each job title came from the descriptions in the Dictionary of Occupational Titles. Appendix C shows an example of one of the job interview schedules used in the study.

Each packet prepared for use in interviewing contained a general interview questionnaire and the number of job interview schedules needed for that business or industry. The composition of each of the packets is contained in the Appendix, pp. 64-66.

The questionnaires and job interview schedules were pre-tested in Ashland, since this area was not used in the study. When items did not get the information desired, refinements were made.

The general interview questionnaire for the home-related jobs was a combination of many areas of home economics. It was hoped that the many possible jobs would bring into focus the many varied needs of homemakers. The Home Scale, as refined, was tested by interviewing wives of the professional staff at the University of Kentucky. Suggested changes were made in the scales.

Collection of Data

To increase the accuracy of the questionnaire data, all questionnaires were completed by a trained interviewer doing personal interviews with the employers. The interviewers were professional vocational educators who taught in their respective urban areas. Because the interviewer had expert knowledge of the area, he or she was able to assess the validity of each employer's response.

The interviewers were reimbursed for participating in an interview training session, for contacting the selected businesses, and for conducting interviews. The interviewers were trained in the specific selected areas by the Investigator and a graduate assistant. The interview packets, with their general questionnaires and specific job requirements forms, and specific businesses with alternatives were assigned to each interviewer.

Analysis of Data

The data were transcribed to IBM cards. An analysis was programmed to determine (1) the number of jobs available by specific job titles, (2) the trends of the specific job titles to 1971, and (3) the tasks required to qualify for the specific jobs. Other data (retirement, hospital insurance, rate of pay, prospect for advancement) were analyzed for the specific job titles. The specific objectives with their hypotheses did not entail statistical treatments of a sophisticated nature. Means for the job titles were computed for the various urban areas and for the State, as a whole.

There were no programs available at the Computing Center for enumerating data with the large number of variables (a possibility of over 16,000 combinations). Therefore, the sorter was used to secure many of the answers.

CHAPTER 3

EMPLOYMENT STATUS AND OPPORTUNITIES

In this study, information was gathered regarding (1) present employment status of workers in jobs related to home economics knowledge and skill, (2) projected job opportunities in 1971, and (3) tasks involved in performing the different jobs. Data were analyzed for the total population area and for each of the selected population areas.

Present Job Status

Present Employment

Table 5 shows that 32,973 employees were working in jobs related to home economics (including the home related jobs) in the seven population areas of Kentucky used in the study. Of these, 20,747 or 62.9 percent were female employees, employed in jobs with 52 varying titles.

Table 6 gives a general summary of the ten highest ranking jobs, by total employed and female employees. The highest ranking job was waitress with 7,932 females being employed. In interviewing, some waiters must have been classified within this job title. Most businesses and industries employed more males than females in the jobs of porters, restaurant managers, and bakers, as the female proportion was small for these jobs. Female employees ranked highest in the following jobs: waitresses, 7,932; general maid, 1,688; cafeteria counterwomen, 1,462; kitchen helpers, 1,252; and short order cooks, 1,183.

TABLE 5

ESTIMATE SHOWING PRESENT EMPLOYEES WORKING IN JOBS RELATED TO HOME ECONOMICS, IN THE SEVEN POPULATION AREAS OF KENTUCKY

Job Title	Total Number Employed	Female Employed
Manager, food concession	21	1
Manager, catering	110	50
Manager, restaurant	1,176	394
Charwoman, head	140	100
Spotter, head	170	50
Dry cleaner, hand	70	
Furniture cleaner	72	2
Cook, short order	2,057	1,183
Counterman, cafe	1,512	1,462
Waiter	243	
Executive, chef	151	40
Kitchen supervisor	277	227
Counter supervisor	501	431
Waiter, captain	111	20
Cook, head (cafeteria)	1,910	675
Nursery school teacher	66	56
Mother's helper	8	8
Housekeeper, executive	240	200
Maid, general	1,888	1,688
Waitress	9,064	7,932
Cake decorator	139	46
Pantrygirl	736	686
Baker, head	221	70
Master, tailor	50	
Seamstress, alterations	182	172
Seamstress, linen room	98	98
Seamstress, mender	120	110
Lining finisher	20	20
Alteration tailor	230	180
Chef	186	33
Kitchen clerk	74	44
Kitchen helper	2,725	1,252
Food assembler	574	394
Baker, food	1,118	136
Food service supervisor	33	33
Second Cook	314	262
Charwoman	631	630
Child care attendant (H)	33	3
Foster mother	1	
Nursemaid	1	1
Baker, helper	1,413	472
Hostess	556	506
Porter	2,035	171
Cook, household	1	1
Laundress	2	2
Ironer	7	7
Day worker	16	16
Babysitter	127	97
Houseman	928	321
Pantryman (salad)	295	265
Butcher (meat)	80	10
Hand presser	240	190
Total number	32,973	20,747
Number job titles	52	48

TABLE 6

NUMBER AND RANK OF TOTAL EMPLOYED AND TOTAL FEMALE EMPLOYEES, BY JOB TITLE

Job Title	Total Employed		Female Employees	
	Number	Rank	Number	Rank
Waitress	9,064	1	7,932	1
Kitchen helper	2,725	2	1,252	4
Cook, short order	2,057	3	1,183	5
Porter	2,035	4	171	
Cook, head (cafeteria)	1,910	5	675	7
Maid, general	1,888	6	1,688	2
Counterman, cafeteria	1,512	7	1,462	3
Baker, helper	1,413	8	472	10
Manager, restaurant	1,176	9	394	
Baker, food	1,118	10	136	
Pantrygirl	736		686	6
Charwoman	631		630	8
Hostess	556		506	9

Table 7 contains information related to the highest ranking jobs by the number employed in each of the seven population areas. With the exception of the job of waitress, it can be observed that there was a great variation of ranking of different jobs by title from one population area to another. Also, with the exception of the waitress title, there was some variations in ranking within each population area between total employed and female employees. In most cases, the closer the ranking of total employed and female employees, the greater was the percent of females employed at that specific job.

Table 28, Appendix C contains the data for present employees by specific job title for each of the seven population areas. As can be seen from Table 7, the position of waitress had the greatest number of total and female employees in jobs related to the home economics knowledge and skills, 9,064 and 7,932 respectively. Table 29 in the Appendix C shows

TABLE 7

TOTAL EMPLOYEES AND TOTAL FEMALE EMPLOYEES IN EACH OF THE SEVEN POPULATION AREAS, BY JOB TITLE

Job Title	Bowling Green		Covington		Henderson		Lexington		Louisville		Owensboro		Paducah	
	T[1]	F[2]	T	F	T	F	T	F	T	F	T	F	T	F
Waitress	434	434	1,820	1,820	118	116	2,470	1,790	3,540	3,110	520	500	162	162
Cook, short order	233	62	200	110	140	80	520	370	760	460	192	90	12	11
Food assembler	141	51												
Porter	100						1,090	140						
Kitchen helper	85	01	270	40	45	41	830	380	1,040	650	298	94	56	45
Cook, head cafeteria	85	43	130	70	5	4	1,050	100	510	390	78	38	52	30
Second Cook	65	63												
Pantryman (girl)	70	60							490	440	63	43		
Maid, general			400	390					1,000	830	63	63	159	159
Manager, restaurant			150	40	22	22					70	40		
Hostess			140	140										
Charwoman					51	51	380	380						
Houseman					23	0								
Counterman, cafeteria							1,040	1,040						
Baker, food									800	50				
Baker, helper									760	410				
Housekeeper, executive													34	34

[1] T - Total employees

[2] F - Female employees

TABLE 8

SHOWING TOTAL VACANCIES AND FEMALE VACANCIES IN JOBS RELATED TO HOME ECONOMICS, IN THE SEVEN POPULATION AREAS OF KENTUCKY

Job Title	Total Vacancies	Total Vacancies	Job Title	Total Vacancies	Total Vacancies
Manager, food concession			Lining finisher		
Manager, catering			Alteration tailor		
Manager, restaurant	10		Chef		
Charwoman, head			Kitchen clerk		
Spotter, head	20		Kitchen helper	90	70
Dry cleaner, hand	10		Food assembler	20	20
Furniture cleaner			Baker, food	30	
Cook, short order	160	40	Food service supervisor		
Counterman, cafeteria	50	50	Second cook		
Waiter			Charwoman	40	40
Executive, chef			Child care attention (H)		
Kitchen supervisor	20	20	Foster mother		
Counter supervisor	20	20	Nursemaid		
Waiter, captain			Baker helper	30	
Cook, head (cafeteria)	30	30	Hostess	10	10
Nursery school teacher			Porter	10	
Mother's helper	2	2	Cook, household		
Housekeeper, executive	1	1	Laundress		
Maid, general	80	80	Ironer	2	2
Waitress	342	342	Day worker	9	9
Cake decorator			Babysitter	1	1
Pantry girl			Houseman	10	
Baker, head			Pantryman (salad)	3	3
Master, tailor			Butcher (meat)		
Seamstress, alterations	80	80	Hand presser	10	
Seamstress, linen room			Total number	1,090	820
Seamstress, mender			Number job titles	26	18

that the Louisville area had the greatest number of employees working in the home economics related jobs, 13,840 total and 8,860 females; Lexington ranked second, 10,518 and 5,840 respectively; and the Covington area ranked third, 3,762 and 2,862 respectively.

Present Vacancies

A section of the General Questionnaire dealt with vacancies which existed at the time of the survey. As can be seen from Table 8, there was a total of 1,090 vacancies involving 26 job titles related to home economics knowledge and skill. Of these vacancies, 820 were for female employees in 18 of the job titles.

There were five job titles where 50 or more vacancies existed for females. These were waitress, 342 vacancies; maid, general, 80 vacancies; seamstress, alterations, 80 vacancies; kitchen helper, 70 vacancies; and, counterman, cafeteria, 50 vacancies. Table 9 gives a summary of the highest ranking job vacancies for total employees and for female employees.

TABLE 9

NUMBER AND RANK OF EXPANDED ESTIMATES OF TOTAL VACANCIES AND FEMALE VACANCIES BY JOB TITLES

Job Title	Total Vacancies		Female Vacancies	
	n	Rank	n	Rank
Waitress	342	1	342	1
Cook, short order	160	2	40	6.5
Kitchen helper	90	3	70	4
Maid, general	80	4.5	80	2.5
Seamstress, alterations	80	4.5	80	2.5
Counterman, cafeteria	50	6	50	5
Charwoman	40	7	40	6.5
Cook, head, cafeteria	30	9	30	8
Baker, food	30	9		
Baker, helper	30	9		
Kitchen supervisor			20	10
Counter supervisor			20	10
Food Assembler			20	10

As can be observed from Table 29 in the Appendix, the Lexington area reported the greatest number of total vacancies (350) and female vacancies (250). The Louisville area reported the next highest, 320 and 180. The Bowling Green area came next with 120 total vacancies and 110 female vacancies. The Henderson area reported no vacancies existed at the time of the survey.

Table 10 contains a list of the jobs having the greatest number of vacancies in the seven population areas. In most of the population areas, waitresses were needed. There appears to be a cluster of other food service vacancies -- cook, short order; kitchen helper; counterman, cafeteria. Maids, (general) also have possibilities for employment.

In the Bowling Green Area, there appeared to be a need for training for four specific jobs: cafeteria counterman, waitress, counter supervisor, and kitchen helper. In the Covington Area, there appeared to be a training need for waitress and general maid. In the Lexington Area, there appeared to be a training need in many areas for both males and females. These were waitress, kitchen helper, short order cook, head cafeteria cook, food baker, and baker helper. In the Louisville Area, there was a training need in the following jobs for both males and females: cafeteria counterman, short order cook, charwoman, alteration seamstress, head spotter, and kitchen supervisor. In the Owensboro Area, there is a need for training of waitresses. In the Paducah Area, there was a need for training in general maid, waitress, and kitchen helper.

Replacement Employment Opportunities, 1971

From the expansion estimates in Table 11, it was predicted that 9,070 total replacements would be needed by 1971. Of these replacements, 7,486 were to be replaced by female employees.

TABLE 10

ESTIMATED JOBS FROM VACANCY FIGURES FOR EACH OF THE SEVEN POPULATION AREAS

Job Titles	Bowling Green		Covington		Henderson		Lexington		Lexington Home Rel.		Louisville		Owensboro		Paducah	
	T[1]	F[2]	T	F	T	F	T	F	T	F	T	F	T	F	T	F
Counterman, cafeteria	30	30									20	20				
Waitress	30	30	40	40			130	130					100	100	32	32
Counter supervisor	20	20														
Kitchen helper	20	20					40	40							20	10
Food assembler	10	10														
Maid, general			30	30			10	10							36	36
Cook, short order							40	20			110	20				
Cook, head, cafeteria							30	30								
Charwoman							10	10			30	30				
Day worker									9	9						
Seamstress, alterations											80	80				
Kitchen supervisor											20	20				
Hostess															10	10

1 = Total vacancies

2 = Female vacancies

TABLE 11

ESTIMATE SHOWING TOTAL AND FEMALE REPLACEMENTS IN JOBS RELATED TO HOME ECONOMICS, IN THE SEVEN POPULATION AREAS OF KENTUCKY

Job Title	Total Vacancies	Female Vacancies
Manager, food concession		
Manager, catering		
Manager, restaurant	62	42
Charwoman, head	50	50
Spotter, head	10	10
Dry cleaner, hand		
Furniture cleaner		
Cook, short order	941	791
Counterman, cafeteria	126	126
Waiter		
Executive, chef		
Kitchen supervisor	210	210
Counter supervisor	30	30
Waiter, captain	80	
Cook, head (cafeteria)	281	171
Nursery school teacher	3	3
Mother's helper		
Housekeeper, executive		
Maid, general	1,096	1,096
Waitress	3,649	3,649
Cake decorator	1	1
Pantrygirl	63	63
Baker, head	2	
Master, tailor		
Seamstress, alterations	20	20
Seamstress, linen room		
Seamstress, mender	20	20
Lining finisher		
Alteration tailor	20	20
Chef	10	10
Kitchen clerk	1	1
Kitchen helper	914	362
Food assembler	135	135
Baker, food	235	11
Food service supervisor	20	20
Second cook	71	71
Charwoman	189	169
Child care attendant (H)		
Foster mother		
Nursemaid		
Baker helper	14	
Hostess	83	83
Porter	302	13
Cook, household		
Laundress		
Ironer	2	2
Day worker	1	1
Babysitter	1	1
Houseman	193	70
Pantryman (salad)	135	135
Butcher (meat)		
Hand presser	100	100
Total number	9,070	7,486
Number job titles	35	32

From Table 12, one can observe that the highest number of replacements needed by 1971 was in the waitress job with an estimated 3,649 replacements needed. The next highest ranking replacement need was that of the general maid where an estimated 1,096 new employees will be needed. The third ranking replacement need was short order cook. All three of these jobs were mainly for female employees. The fourth ranking replacement need was that of the kitchen helper where a greater proportion of male employees was desired.

TABLE 12

ESTIMATE OF TOTAL AND FEMALE REPLACEMENTS NEEDED BY 1971

Job Title	Total Replacements n	Total Replacements Rank	Female Replacements n	Female Replacements Rank
Waitress	3,649	1	3,649	1
Maid, general	1,096	2	1,096	2
Cook, short order	941	3	791	3
Kitchen helper	914	4	362	4
Porter	302	5	13	
Cook, head, cafe.	281	6	171	6
Baker, food	235	7	11	
Kitchen supervisor	210	8	210	5
Houseman	193	9	70	
Charwoman	189	10	169	7
Food assembler	135		135	8.5
Pantryman, salad	135		135	8.5
Counterman, cafeteria	126		126	10

Table 30 in the Appendix, contains a general summary of the replacement need by 1971 for the jobs requiring home economics knowledge and skill for each of the seven population areas and the Lexington Area home-related jobs. Table 13 shows the data for the highest ranking replacement employment needs by 1971 for the seven areas.

TABLE 13

HIGHEST RANKING REPLACEMENT NEEDS FOR EACH OF THE SEVEN POPULATION AREAS

Job Title	Bowling Green		Covington		Henderson		Lexington		Louisville		Owensboro		Paducah	
	T	F	T	F	T	F	T	F	T	F	T	F	T	F
Waitress	1,754	1,754	190	190			1,150	1,150	290	290	220	220	45	45
Porter	200													
Cook, short order	190	140	60	50			460	440	80	50	140	100		
Kitchen helper	121		280	50			70	50	200	200	210	30	22	22
Food assembler	80	80												
Second cook	60	60												
Pantryman	60	60									75	75		
Maid, general			280	280			730	730					86	86
Cook, head cafeteria							200	110						
Houseman							130	10	60	60				
Charwoman							120	100						
Charwoman, head													20	20
Kitchen, supervisor									200	200				
Counter supervisor													20	20
Hand presser									90	90				
Baker, food											210			
Counterman, cafeteria											100	100		

In the Bowling Green Area, the job of waitress ranked first in replacement needs for total employees and female employees. The estimate was 1,754 needed by 1971. The job of short-order cook ranked second for females and third for total replacement needs -- 140 female and 190 total. The job of food assembler ranked third for females with an estimated need for 80 replacements by 1971. The following jobs also ranked high for female replacement needs: second cook, 60; pantryman, 60; head-cafeteria cook, 51; charwoman, 56; and, alterations and seamstress, 20.

In the Covington Area, general maid ranked first for female replacement needs. The expanded estimate was for 280 replacements by 1971. The job of waitress ranked second for females and third for total employee replacement -- 190 each. The jobs of short-order cook and kitchen helper also have high estimated female replacement needs -- 50 in each category.

In the Lexington Area, the job of waitress ranked first in replacement needs for total and female employees, an expanded estimate of 1,150 replacements by 1971. The general maid ranked second with an estimated 730 replacements needed. The job of short-order cook ranked third -- 460 total replacement and 440 female. The job of head-cafeteria cook ranked fourth with an estimated need for 200 total and 110 female replacements. The following jobs also ranked high in female replacement needs: charwoman, 100; kitchen helper, 50; and food assembler, 20.

In the Louisville Area, the job of waitress ranked first for replacement job needs with an estimated 290 needed by 1971. The jobs of kitchen helper and kitchen supervisor tied for second highest replacement needs with 200 replacements needed in each of the jobs. The following jobs also ranked high in female replacement needs: hand presser, 90; houseman, 60; short-order cook, 50; restaurant manager, 40;

food assembler, 30; head charwoman, 20; cafeteria counterman, 20; and, food-service supervisor, 20.

In the Owensboro Area, the job of waitress ranked first for replacement needs with an estimated 220 needed by 1971. The jobs of short-order cook and cafeteria counterman tied for second in replacement needs with an estimated female replacement of 100 for each of the jobs. The following jobs also had high female replacement needs: pantryman, 75; kitchen helper, 30; alteration tailor, 20; and, hostess, 20.

In the Paducah Area, general maid ranked first in replacement needs with an estimated 86 needed by 1971. The job of waitress ranked second with an estimated 45 replacements needed. The job of kitchen helper ranked third with an estimated 22 replacements needed. Twenty replacements each were also estimated for head charwoman and counter supervisor.

Expansion in Employment Opportunities, 1971

From Table 14, it can be noted that 5,796 total expansion employees were estimated to be needed by 1971, and of these expansion needs, 4,430 were for female employees, 76.4 percent. These expansion estimates for total employees were in 35 of the jobs related to home economics knowledge and skill. Female expansion needs were in 33 of the job titles.

From Table 15, it can be seen that the greatest expansion of jobs was estimated to be in the waitress category. The next highest ranking job in expansion was that of kitchen helper. There was also a substantial estimated demand for food bakers for male employees. There was excellent expansion for jobs as cooks, cafeteria, and short order workers. For females, there was estimated to be expansion needs by 1971 in the following jobs: cafeteria counterman, general maid, food assembler, and counter supervisor.

TABLE 14

ESTIMATE SHOWING EXPANSION NEEDS IN THE JOBS RELATED TO HOME ECONOMICS, IN THE SEVEN AREAS OF KENTUCKY

Job Title	Total Expansion Needed by 1971	Female Expansion Needed by 1971
Manager, food concession		
Manager, catering		
Manager, restaurant	151	91
Charwoman, head	60	60
Spotter, head		
Dry cleaner, hand		
Furniture cleaner		
Cook, short order	301	201
Counterman, cafeteria	282	282
Waiter	20	20
Executive, chef	10	
Kitchen supervisor	101	101
Counter supervisor	131	121
Waiter, captain		
Cook, head (cafeteria)	321	291
Nursery school teacher	6	6
Mother's helper	1	1
Housekeeper, executive	10	10
Maid, general	237	237
Waitress	1,549	1,549
Cake decorator	52	52
Pantrygirl	13	13
Baker, head	30	
Master, tailor		
Seamstress, alterations	23	23
Seamstress, linen room	23	23
Seamstress, mender	10	10
Lining finisher		
Alteration tailor		
Chef	15	10
Kitchen clerk		
Kitchen helper	662	481
Food assembler	155	145
Baker, food	622	32
Food service supervisor	21	21
Second cook	53	53
Charwoman	73	73
Child care attendant (H)		
Foster mother		
Nursemaid		
Baker helper	360	200
Hostess	112	112
Porter	230	60
Cook, household		
Laundress		
Ironer	1	1
Day worker	2	2
Babysitter	2	2
Houseman	130	120
Pantryman (salad)	40	40
Butcher (meat)		
Hand presser	10	10
Total number	5,796	4,430
Number job titles	35	33

TABLE 15

NUMBER AND RANK FOR TOTAL AND FEMALE EMPLOYEES AS ESTIMATED FROM EXPANSION NEEDS BY 1971

Job Title	Total Expansion		Female Expansion	
	n	Rank	n	Rank
Waitress	1,549	1	1,549	1
Kitchen helper	662	2	481	2
Baker, food	622	3	32	
Baker, helper	360	4	200	7
Cook, head cafeteria	321	5	291	3
Cook, short order	301	6	201	6
Counterman, cafeteria	282	7	282	4
Maid, general	237	8	237	5
Porter	230	9	60	
Food assembler	155	10	145	8
Counter supervisor	131		121	9
Houseman	130		120	10

Table 31 in the Appendix contains a general summary of the expansion needs by 1971, for each of the seven population areas and the Lexington Area home related jobs. The Henderson Area revealed no expansion needs where more than 10 new employees would be needed by 1971.

Table 16 shows the data for the highest ranking jobs for expansion in each of the seven population areas.

In the Bowling Green Area, the waitress job ranked first in estimated job expansions with 320 new waitress jobs available by 1971. The job of head-cafeteria cook ranked second with an estimate of 70 expansion needs. The job of food assembler ranked third with expansion needs of [illegible] by 1971. It was estimated that 40 additional short-order cooks and 40 second cooks will be needed because of expansion of businesses and industries.

In the Covington Area, the job of waitress ranked first in estimated expansion needs with 150 additional waitresses needed. General maids ranked second with an estimate need of 120. For female employees, the job of head cafeteria cook ranked third with an estimated additional need for 40 cooks. Also for female employees, it was estimated that 30 additional short order cooks and 30 kitchen helpers would be needed by 1971.

The job of waitress ranked first in the Lexington Area for additional jobs available because of estimated expansion by 1971, with 100 waitresses needed. The job of cafeteria counterman ranked second with 70 additional countermen needed. Kitchen helper ranked third with an estimated need of 60 additional kitchen helpers. The following jobs also ranked high with new female employees needed by 1971: charwoman, 40; counter supervisor, 30; food assembler, 30; and, food baker, 30.

In the Louisville Area, the greatest expansion of employees in the survey was the waitress job with 750 additional waitresses needed by 1971. For female employees, the job of kitchen helper ranked second with an estimated need of 300. Cafeteria counterman ranked third for females with an estimated need of 210. The following jobs also ranked high for additional female employees needed: baker helper, 190; head cafeteria cook, 150; kitchen supervisor, 100; short-order cook, 80; restaurant manager, 70; hostess, 60; counter supervisor, 60; and, cake decorator, 50.

The job of waitress also ranked first in the Owensboro Area with an expansion estimate of 140 additional waitresses needed by 1971. For female employees, the jobs of short-order cook and kitchen helper tied for second with 30 additional employees needed, for each of these jobs. An estimated need for 20 additional female restaurant managers by 1971 exists.

In the Paducah Area, the job of general maid ranked first in number of new employees needed by 1971, with an estimated need of 107. The job of waitress ranked second with 89 waitresses needed. Kitchen helper ranked third with 53 additional needed. The jobs of head charwoman and counter supervisor tied for fourth with an estimated 30 additional employees needed in each of these job categories.

Summary of Employment Opportunities

Table 32 in the Appendix contains a summary of the present employment, the present vacancies, the replacement needed by 1971, and the expansion needs by 1971. Table 17 contains data related to the leading total and leading female employment opportunities by specific job title. As can be seen in this table, most of the present jobs and future jobs are in the areas of (1) food management, production, and services and (2) instutional, home management, and supporting services.

Table 17 shows the job titles that have the greatest potential employment opportunities for males. These include the jobs of porter, baker helper, manager restaurant, and baker, food. The high female preference jobs include waitress; maid, general; cook, short order; pantrygirl; cook, head, cafeteria; charwoman; hostess; and counterman, cafeteria.

Table 18 contains data on the highest ranking jobs for females for each of the seven population areas. Data for male employees are also included for each job title. These data support the need for occupational classes related to home economics knowledge and skill in each of the population areas with the exception of Henderson.

TABLE 16

HIGHEST RANKING JOBS AS ESTIMATED FROM EXPANSION FIGURES, FOR EACH OF THE SEVEN POPULATION AREAS

Job Title	Location													
	Bowling Green		Covington		Henderson		Lexington		Louisville		Owensboro		Paducah	
	T	F	T	F	T	F	T	F	T	F	T	F	T	F
Waitress	320	320	150	150			100	100	750	750	140	140	89	89
Cook, head, cafeteria	70	70	40	40					170	150			20	20
Food assembler	60	60			12	12	30	30						
Cook, short order	40	40	40	30					130	80	70	30		
Second cook	40	40												
Maid, general			120	120									107	107
Kitchen helper			80	30			60	60	300	300	120	30	53	53
Counterman, cafeteria							70	70	210	210				
Charwoman							40	40						
Counter supervisor							30	30					30	30
Baker, food							30	30						
Baker helper									350	190				
Porter											40	20		
Manager, restaurant											30	20		
Charwoman, head													30	30

TABLE 17

EMPLOYMENT OPPORTUNITIES BY JOB TITLE IN THE SEVEN POPULATION AREAS OF KENTUCKY

Job Title	Present Employed		Present Vacancies		Replacements 1971		Expansion 1971		Total		Total Vacancies Replacements Expansion	
	T	F	T	F	T	F	T	F	T	F	T	F
Waitress	9,064	7,932	342	342	3,649	3,649	1,549	1,549	14,604	3,472	5,540	5,540
Kitchen helper	2,725	1,252	90	70	914	362	662	481	4,391	2,165	1,666	913
Cook, short order	2,057	1,183	160	40	941	791	301	201	3,820	2,215	1,402	1,032
Porter	2,035		10		302		230		2,577		542	-
Cook, head, cafeteria	1,910	675	30	30	281	171	321	291	2,542	1,167	632	492
Maid, general	1,888	1,688	80	80	1,096	1,096	237	237	3,301	3,101	1,413	1,413
Counterman, cafeteria	1,512	1,462	50	50	126	126	282	282	1,970	1,920	458	458
Baker, helper	1,413		30		14		360		1,817		404	-
Manager, restaurant	1,176		10		62		151		1,399		223	-
Baker, food	1,118		30		235		662		2,005		927	-
Pantrygirl	-	686	-	-	-	63	-	13	-	762	-	76
Charwoman	-	630	-	40	-	169	-	73	-	912	-	282
Hostess	-	506	-	10	-	83	-	112	-	711	-	205

TABLE 18

FIVE HIGHEST RANKING JOBS FOR FEMALES AS DETERMINED BY PRESENT VACANCIES, REPLACEMENTS BY 1971, AND EXPANSION BY 1971, FOR EACH OF THE SEVEN POPULATION AREAS

Urban Area	Five Highest Ranking Jobs		
	A. Vacancies	B. Replacements	C. Expansion
Bowling Green	Cafeteria counterman (30-30)* Waitress (30-30) Counter supervisor (20-20) Kitchen helper (20-20) Food assembler (10-10)	Waitress (1,754-1,754) Short-order cook (190-140) Food assembler (80-80) Second cook (60-60) Pantryman (60-60)	Waitress (320-320) Head cafeteria cook (70-70) Food assembler (60-60) Short-order cook (40-40) Second cook (40-40)
Covington	Waitress (40-40) Maid, general (30-30)	Maid, general (280-280) Waitress (190-190) Short-order cook (60-50) Kitchen helper (280-50)	Waitress (150-150) Maid, general (120-120) Head cafeteria cook (40-40) Kitchen helper (80-30) Short-order cook (40-30)
Henderson			Food assembler (12-12)
Lexington	Waitress (130-130) Kitchen helper (40-40) Head cafeteria cook (30-30) Short-order cook (40-20) Maid, general (10-10) Charwoman (10-10)	Waitress (1,150-1,150) Maid, general (730-730) Short-order cook (460-440) Head cafeteria cook (200-110) Charwoman (120-100)	Waitress (100-100) Cafeteria counterman (70-70) Kitchen helper (60-60) Charwoman (40-40) Counter supervisor (30-30) Food assembler (30-30) Food baker (30-30)

TABLE 18 (Continued)

Urban Area	Five Highest Ranking Jobs		
	A. Vacancies	B. Replacements	C. Expansion
Louisville	Alteration seamstress (80-80) Charwoman (30-30) Cafeteria counterman (20-20) Short-order cook (110-20)	Waitress (290-290) Kitchen helper (200-200) Kitchen supervisor (200-200) Hand presser (90-90) Short-order cook (80-50)	Waitress (750-750) Kitchen helper (300-300) Cafeteria counterman (210-210) Baker helper (350-190) Head cafeteria cook (170-150)
Owensboro	Waitress (100-100)	Waitress (220-220) Kitchen helper (210-30) Cook, short order (140-100) Cafeteria counterman (100-100) Pantryman (75-75)	Waitress (140-140) Short-order cook (70-30) Kitchen helper (120-30) Porter (30-20) Restaurant manager (30-20)
Paducah	Maid, general (36-36) Waitress (32-32) Kitchen helper (20-10) Hostess (10-10)	Maid, general (86-86) Waitress (45-45) Kitchen helper (22-22) Head charwoman (20-20) Counter supervisor (20-20)	Maid, general (107-107) Waitress (89-89) Kitchen helper (53-53) Head charwoman (30-30) Counter supervisor (30-30)

* First number is for the total employees; second number is for female employees.

CHAPTER 4

JOB REQUIREMENTS AND BENEFITS

Job Requirements

The third aspect of this study had to do with the requirements for each job. The requirements specified in this study were: (1) the tasks a person must be able to perform on the job, (2) the educational level required; (3) the need for related occupational experience before employment in a specific job, (4) employment of individuals with or without vocational training, (5) the youngest and oldest ages for employment; and, (6) the working hours required per week. The General Interview Questionnaire and Job Interview Schedule were used to collect these data (see example in Appendix B and C).

Tasks Involved

For the purpose of developing units for occupational programs, the task oriented approach to curriculum development was utilized. Each interviewee was asked to respond to the listing of tasks for each specific job that was present in his business or industry. Where there was 70 percent agreement or greater that a task was performed on the job, the task was included as a part of the requirements necessary for an employee to be able to perform.

The complete listing of the tasks for 45 home economics related jobs is in the Appendix, Table 33. The number of tasks for doing a job varies from 11 to one .

The next step in unit development is to take this listing of tasks and analyze what is involved in the task -- the knowledge, the skills, and attitudes needed. A summary of pertinent data pertaining to the other job requirements is contained in Table 19.

TABLE 19

SPECIFIC JOB TITLES WITH JOB REQUIREMENTS IN THE SEVEN POPULATION AREAS OF KENTUCKY

Job Title	Employ Vocational %	Youngest Age $\bar{X}$	Oldest Age $\bar{X}$	Educational Level $\bar{X}$	Occupational Experience Requirements $\bar{X}$	Working Hours Per Week $\bar{X}$
Cloth designer				NONE		
Clothes designer				NONE		
Manager, food con.	Yes-No	21	50	No-Yes S.H.S.	No	49
Manager, cafeteria				NONE		
Manager, catering	Yes	22	58	Yes-HSG*	Yes - Rel. Wk.**	51
Manager, restaurant	Yes	26	47	Yes-HSG	Yes - Rel. Wk. & Wk. Ex***	53
Charwoman, head	Yes	28	48	No/Yes HSG	No	43
Spotter, head	Yes	26	52	Yes-HSG	No	44
Clothing maintenance				NONE		
Dry cleaner, hand	Yes	20	42	No	Yes - Wk. Exp.	42
Furniture cleaner	Yes	24	60	No	No	42
Fam. din. ser. spec.				NONE		
Cook, sch. cafe.				NONE		
Cook, short order	Yes	19	45	No	No	44
Counterman, cafe.	Yes	22	47	Yes-HSG	No	40
Waiter	Yes/No	22	60	No	No/Yes-Rel.Wk.	40
Combination man				NONE		
Fountain man				NONE		
Executive chef	Yes	33	48	No	Yes - Wk. Exp.	47
Manager, ind. cafe.				NONE		
Service supervisor				NONE		
Kitchen supervisor	Yes	26	51	Yes-HSG	Yes - Wk. Exp.	40
Counter supervisor	Yes	32	54	Yes-8th & HSG	Yes - Rel. Wk.	40
Waiter, captain	Yes	29	53	No	No/Yes 5-10 yrs. Exp.	40
Cook, head (cafe.)	Yes	24	48	Yes-HSG	Yes - Wk. Exp.	43
Nursery school teacher	Yes	20	49	Yes-HSG	No	40
Child-day-care woman				NONE		
Nursery school attendant				NONE		

TABLE 19 (Con't)

Job Title	Employ Vocational %	Youngest Age $\overline{X}$	Oldest Age $\overline{X}$	Educational Level $\overline{X}$	Occupational Experience Requirements $\overline{X}$	Working Hours Per Week $\overline{X}$
Playroom attendant				NONE		
Mother's helper	Yes	19	60	No	Yes-Other	17
Companion				NONE		
Home attendant						
Housekeeper, home				NONE		
Housekeeper, exec.	Yes	26	51	Yes-HSG	Yes - Wk. Exp.	43
Maid, general	Yes	23	49	No	No	38
Waitress	Yes	21	41	No	No	43
Cake decorator	Yes	21	43	Yes-8th & HSG	Yes - Rel. Wk. & Wk. Ex***	46
Pantrygirl	Yes	24	48	Yes-SHS	No	43
Baker, head	Yes	21	47	Yes-HSG	Yes - Wk. Exp.	45
Master tailor	Yes	-	-	Yes-Other	Yes - Wk. Exp.	40
Custom tailor				NONE		
Journeyman tailor				NONE		
Tailor	NONE					
Tailor appr. cust.	NONE					
Dressmaker	NONE					
Seamstress, alter.	Yes	30	50	No	Yes - Wk. Exp.	40
Seamstress, lin. rm	Yes	23	55	No	Yes - Rel. Wk.	40
Seamstress, mender	Yes	22	54	No	No/Yes - Rel. Wk.	42
Hat trimmer	NONE					
Lining finisher	Yes	35	-	No	No	45
Alteration tailor	Yes	22	58	No	Yes - Rel. Wk.	40
Chef	Yes	25	51	No	Yes - Wk. Exp.	49
Kitchen clerk	Yes	19	50	No	No	41
Kitchen helper	Yes	21	51	No	No	37
Food assembler	Yes	18	54	Yes-8th	No	42
Baker, food	Yes	23	51	No	No	44
Food ser. super.	Yes	19	60	Yes-HSG	Yes - Rel. Wk.	36
Second cook	Yes	21	48	Yes-HSG	Yes - Wk. Exp.	44
Charwoman	Yes	31	53	No	No	36

TABLE 19 (Cont'd)

Job Title	Employ Vocational %	Youngest Age $\overline{X}$	Oldest Age $\overline{X}$	Educational Level $\overline{X}$	Occupational Experience Requirements $\overline{X}$	Working Hours Per Week $\overline{X}$
Cottage Parent	NONE			NONE		
Child care attendant (H)	Yes	25	-	No	Yes - Rel. Wk.	55
Governess	NONE			NONE		
Foster mother	Yes	-	-	No	Yes - Other	48
Nursemaid	Yes	-	-	No	Yes - Other	14
Baker helper	Yes	23	45	Yes-HSG	No	44
Hostess	Yes	22	42	Yes-HSG	No	45
Porter	Yes	26	50	No	No	41
Footman	NONE			NONE		
Cook, household	Yes	-	-	No	Yes - Other	
Domestic couple	NONE			NONE		
Farm household	NONE			NONE		
Laundress	Yes	-	-	Yes, less 8th	Yes - Other	15
Ironer	Yes	20	-	No	Yes - Other	7
Day worker	Yes	21	51	No	Yes - Wk. Exp.	9
Personal maid	NONE			NONE		
Babysitter	Yes	20	42	Yes-SHS	No	33
Infant's nurse	NONE			NONE		
Butler	NONE			NONE		
Houseman	Yes	22	50	No	No	42
Pantryman (Salad)	Yes	21	50	Yes-HSG	No	45
Butcher, meat	Yes	39	50	No	Yes - Rel. Wk.	38
Hand presser	Yes	24	48	No	No	42

*HSG signified high school graduation

**Rel. Wk. signified related work experience

***Wk. Exp. signified work experience

Educational Level

When asked the amount of education they believed was desirable for each job, employers in the sample generally responded by saying no specific level, or eighth grade, or high school graduate.

As can be seen from tables 19 and 20, there were 30 jobs where no specific educational level was desired or required. An additional four jobs required an 8th grade educational level. Only 21 of the jobs required a high school education or graduation from high school.

TABLE 20

SCHOOL ATTAINMENT LEVEL REQUIRED FOR DIFFERENT JOBS

High School Graduate	Eighth Grade	No Specific Level
Manager, food concession	Area supervisor	Manager, food concession
Manager, catering	Cake decorator	Hand dry cleaner
Manager, restaurant	Food assembler	Furniture cleaner
Charowman, head	Laundress (less than)	Cook, short-order
Spotter, head		Waiter
Cafeteria counterman		Executive chef
Kitchen supervisor		Waiter captain
Counter supervisor		Mother's helper
Head cafeteria cook		Maid, general
Nursery school teacher		Waitress
Executive housekeeper		Seamstress, alteration
Cake decorator		Seamstress, linen room
Pantrygirl		Seamstress, mender
Head Baker		Lining finisher
Food service supervisor		Alteration tailor
Second cook		Chef
Hostess		Kitchen helper
Baker helper		Kitchen clerk
Babysitter		Baker, food
Pantryman		Charwoman
Cook, head, cafeteria		Child care attendant
		Foster mother
		Nursemaid
		Porter
		Household cook
		Ironer
		Day worker
		Houseman
		Butcher, meat
		Hand presser

Occupational Background Experience

In determining the individuals that are most likely to benefit from home economics occupational classes, the screening of applicants for the classes is necessary. One important consideration is that of background or work experiences of the individuals. Table 21 contains a summary of the findings regarding the occupational experience requirements for the various jobs.

TABLE 21

CATEGORIES OF OCCUPATIONAL EXPERIENCE NEEDED FOR THE VARIOUS JOBS

Occupational Experience	Jobs
None	Food concession manager; head charwoman; head spotter; furniture cleaner; short-order cook; cafeteria counterman; nursery school teacher; general maid; waitress; pantrygirl; lining finisher; kitchen clerk; kitchen helper; food assembler; food baker; charwoman; baker helper; hostess; babysitter; houseman; pantryman; hand presser.
Some kind of work experience	Hand dry cleaner; executive chef, kitchen supervisor; waiter captain; head cafeteria cook; executive housekeeper; head baker; master tailor; alteration seamstress; chef; second cook; day worker.
Related work experience	Catering manager; counter supervisor, linen room seamstress; mender seamstress; alteration tailor; food service supervisor; child care attendant; meat butcher.
Work experience and related work experience	Restaurant manager; cake decorator
Other	Mother's helper; foster mother; nursemaid; household cook; laundress; ironer.

Occupational Training

Table 34 in the Appendix, pp. 97-99, contains the responses, for the total and for each of the seven population areas, plus the home related data, to the question as to whether the employer would employ a person that had had vocational training. Of the 52 home economics related jobs, only two jobs, managers and waiters of food-concessions, received 50 percent or higher "No" responses.

From Table 34, Appendix, pp. 97-99, it can be seen that employers from the Bowling Green area responded "No" for an employee having vocational training for the following jobs; kitchen supervisor; cake decorator; head baker; alteration seamstress; charwoman. "No" was the response to the following jobs in the Covington Area: waiter, linen room seamstress, and food service supervisor. Employers responded "No" to the following jobs in the Henderson Area: restaurant manager, kitchen supervisor, and head baker. In the Lexington Area, employers did not want employees trained vocationally for the following jobs: catering manager, kitchen supervisor, waiter captain, head baker, linen room seamstress, chef, and food service supervisor. In the Louisville Area, a negative response was given to the jobs of furniture cleaner and chef. In the Owensboro Area, a "No" was the response for the job of food concession manager. In the Paducah Area, employers gave a "No" to a vocationally trained employee for the following jobs: kitchen supervisor, waiter captain, and nursery school teacher.

Youngest and Oldest Age

Means were computed to determine the youngest and oldest ages for each job. Table 22 contains a summary of the findings.

TABLE 22

SPECIFIC JOB TITLES AND YOUNGEST AND OLDEST AGES FOR ENTRY

Job Title	Age for Entry		Job Title	Age for Entry	
	Youngest $\overline{X}$	Oldest $\overline{X}$		Youngest $\overline{X}$	Oldest $\overline{X}$
Food assembler	18	54	Pantryman	21	50
Cook, short-order	19	45	Manager, catering	22	58
Mother's helper	19	60	Cafeteria counterman	22	47
Kitchen clerk	19	50	Waiter	22	60
Food service supervisor	19	60	Seamstress, mender	22	54
Hand dry cleaner	20	40	Alteration tailor	22	58
Nursery school teacher	20	49	Hostess	22	42
Ironer	20		Houseman	22	50
Babysitter	20	42	Maid, general	23	49
Manager, food concession	21	50	Seamstress, linen room	23	55
Waitress	21	41	Baker, food	23	51
Cake decorator	21	43	Baker helper	23	45
Baker, head	21	47	Furniture cleaner	24	60
Kitchen helper	21	51	Head cafeteria cook	24	48
Second cook	21	48	Pantrygirl	24	48
Day worker	21	51	Hand presser	24	48
Chef	25	51	Captain, waiter	29	53
Child care attendant	25		Seamstress, alterations	30	50
Manager, restaurant	26	47	Charwoman	31	53
Spotter, head	26	52	Counter supervisor	32	54
Kitchen supervisor	26	51	Executive chef	33	48
Porter	26	50	Butcher, meat	39	50
Executive housekeeper	26	51	Lining finisher	35	
Charwoman, head	28	48			

The youngest entry age for the 52 home economics related jobs had great variation. Five jobs accepted teenagers as employees. These jobs were: short order cooks, mother's helper, kitchen clerk, food assembler, and food service supervisor. Six jobs specified the age range in the 30's as being the desirable for entering employment. These jobs were: executive chef, counter supervisor, alteration seamstress, lining finisher, charwoman, and meat butcher.

Forty-four oldest average ages were obtained. Of the 44 jobs, 18, or 4.9 percent, require an age range in the 40's. Twenty-two, or 50 percent, require an age range in the 50's; and only four, 9.1 percent, have an age range in the 60's.

It would appear that most vocational job-training programs related to home economics knowledge and skill should be with the young and middle aged adults.

Working Hours Per Week

From the Home Related survey in Lexington, it was found that there are jobs available for women who do not want a 40-hour week, Table 19. Most of the entry-level jobs involve a 40-hour work week, Table 19. The general maids, kitchen helpers, food service supervisors, charwomen, and meat butchers work less than 40-hours per week. The more management involved in the job, the longer the work week. For example, food concession managers average a 49-hour week, the catering managers a 51-hour week, and the restaurant managers a 53-hour week.

Employment Benefits

This part of the study is only helpful to enable future trainees in programs of occupational home economics to receive a realistic picture of the job and to help them make decisions regarding the benefits of preparing for other jobs. The salary, promotion possibilities, health insurance and retirement plans were considered in this part of the study. Table 23 contains a summary of the data pertaining to employment benfits.

Salaries

Table 24 shows the average salaries for each of the jobs.

TABLE 23

SPECIFIC JOB TITLES WITH EMPLOYMENT BENEFITS, IN THE SEVEN POPULATION AREAS OF KENTUCKY

Job Title	Beginning Salary $\bar{X}$	Salary After 5 Years $\bar{X}$	Promotion Possibility $\bar{X}$	Health Insurance $\bar{X}$	Retirement Plan $\bar{X}$
Cloth designer	NONE				
Clothes designer	NONE				
Manager, food con.	$1.00-1.24	M.W.L.*	Other	Yes	Yes
Manager, cafe.	NONE				
Manager, cater.	$2.00	M.W.L.	Other	Yes	Yes-No
Manager, rest.	$2.02	M.W.L.	None	No	No
Charwoman, head	$1.47	M.W.L.	CMUT Merit	Yes	No
Spotter, head	$1.42	M.W.L.	None	No	No
Clo. maint. spec.	NONE				
Dry cleaner, hand	$1.28	M.W.L.	None	No	No
Furniture cleaner	$1.12	M.W.L.	Merit	Yes	Yes-No
Fam. din. ser. spec.	NONE				
Cook, scho. cafe.	NONE				
Cook, short order	$1.34	M.W.L.	None	No	No
Counterman, cafe.	$1.22	M.W.L.	Merit	No	Yes
Waiter	$1.06	M.W.L.	None	Yes	No
Combination man	NONE				
Fountain man	NONE				
Executive chef	$2.20	M.W.L.	None	Yes	Yes
Manager, ind. cafe.	NONE				
Service supervisor	NONE				
Kitchen supervisor	$1.88	M.W.L.	Other	Yes	Yes-No
Counter supervisor	$1.67	M.W.L.	C.M.U.	Yes	Yes
Waiter, captain	$1.44	M.W.L.	CMU Merit	Yes	No
Cook, head (cafe)	$1.62	M.W.L.	None	No	No
Nur. sch. teacher	$1.27	M.W.L.	None	No	No
Child-day-care woman	NONE				
Nur. sch. attendant	NONE				
Playroom attendant	NONE				
Mother's helper	$1.22	M.W.L.	None	No	No
Companion	NONE				
Home attendant		-			
Housekeeper, home	NONE				
Housekeeper, exec.	$1.80	M.W.L.	None	Yes	No
Maid, general	$1.27	M.W.L.	None	No	No
Waitress	$1.12	M.W.L.	None	No	No
Cake decorator	$1.41	M.W.L.	C.M.U.	Yes	No
Pantrygirl	$1.18	M.W.L.	None	Yes	No
Baker, head	$2.05	M.W.L.	Other	Yes	Yes
Master tailor	-	Other	-	Yes-No	No
Custom tailor	NONE				
Journeyman tailor	NONE				

TABLE 23 (Cont'd)

Job Title	Beginning Salary $\overline{X}$	Salary After 5 Years $\overline{X}$	Promotion Possibilities $\overline{X}$	Health Insurance $\overline{X}$	Retirement Plan $\overline{X}$
Tailor	N O N E				
Tailor appr. cust.	N O N E				
Dressmaker	N O N E				
Seamstress, alter.	$1.40	D.K.	None	Yes	No
Seamstress, lin. rm.	$1.18	M.W.L.	None	Yes	No
Seamstress, mender	$1.22	D.K.	None	No	No
Hat trimmer	N O N E				
Lining finisher	$1.41	M.W.L.	None	No	No
Alteration tailor	$1.68	M.W.L.	None	Yes	Yes-No
Chef	$1.88	M.W.L.	None	Yes-No	No
Kitchen clerk	$1.54	M.W.L.	Merit None	Yes	Yes
Kitchen helper	$1.25	M.W.L.	None	No	No
Food assembler	$1.24	M.W.L.	Other	Yes	No
Baker, food	$1.62	M.W.L.	None	Yes	No
Food ser. super.	$1.88	M.W.L.	None	Yes	No
Second cook	$1.48	M.W.L.	Merit	Yes	No
Charwoman	$1.19	M.W.L.	None	No	No
Cottage parent	N O N E				
Child care att. (H)	N.S.	D.K.	-	No	No
Governess	N O N E				
Foster mother	$2.75	Other	None	Yes	No
Nursemaid	$1.12	-	None	No	No
Baker helper	$1.43	M.W.L.	Other	Yes	No
Hostess	$1.42	M.W.L.	None	Yes	No
Porter	$1.28	M.W.L.	None	Yes	No
Footman	N O N E				
Cook, household	-	-	Other	No	No
Domestic couple	N O N E				
Farm household	N O N E				
Laundress	$1.22	M.W.L.	None	No	No
Ironer	$1.14	M.W.L.	None	No	No
Day worker	$1.26	Other	None	No	No
Personal maid	N O N E				
Babysitter	$1.35	M.W.L.	Merit-None	Yes-No	Yes-No
Infant's nurse	N O N E				
Butler	N O N E				
Houseman	$1.42	M.W.L.	None	Yes-No	No
Pantryman (salad)	$1.34	M.W.L.	None	Yes	No
Butcher, meat	$2.06	M.W.L.	None-Merit	Yes	No
Hand presser	$1.38	M.W.L.	None	No	No

*MWL signifies Minimum Wage Law

TABLE 24

CATEGORIES OF HOURLY WAGES AND JOBS FOR THE SAMPLE SURVEYED

Salary Category (Earning per hour)	Specific Jobs
Less than $1.25	Food concession, manager; furniture cleaner; cafeteria counterman; waiter; mother's helper; waitress; pantrygirl; linen room seamstress; mender seamstress; food assembler; charwoman; nursemaid; laundress; ironer.
Between $1.25 - $1.40	Hand dry cleaner; short-order cook; nursery school teacher; general maid; alteration seamstress; kitchen helper; day worker; babysitter; pantryman; hand presser.
Between $1.41 - $1.75	Head charwoman; head spotter; counter supervisor; waiter captain; head cafeteria cook; cake decorator; lining finisher; alteration tailor; kitchen clerk; food baker; second cook; baker helper; hostess; houseman.
Between $1.76 - $2.00	Catering manager; kitchen supervisor; executive housekeeper; chef; food service supervisor.
$2.01 and up	Restaurant manager; executive chef; head baker; foster mother; meat butcher.

As can be observed from Table 23, in most cases the interviewee replied that the salary after five years of working would be in accordance with the Minimum Wage Law. In a few cases, no amount was specified or the reply was that it would depend upon the worker, that the salary would be increased regularly, or that the interviewee did not know what the salary would be in five years.

Promotion Possibilities

As can be seen in Table 23, there were no chances for promotion in 35 jobs. The following jobs offered (on an average) opportunity "to move up": counter supervisor, waiter captain, and cake decorator. Promotion with additional training was offered to head charwomen. Merit promotions were possible for employees in the following jobs: head charwoman, cafeteria counterman, waiter captain, kitchen clerk, second cook, baby-sitter, and meat butcher.

Health Insurance

Of the 52 average responses obtained on whether health insurance was available to employees, 27 plans were available to employees, 51.9 percent. None of the home-related jobs had health insurance plans for employees.

Retirement Plans

Eleven of the jobs related to home economics knowledge and skill had a retirement plan for 21.1 percent.

CHAPTER 5

CONCLUSIONS AND IMPLICATIONS

The objective of this study was to obtain information which could be used as the basis for planning occupational programs related to home economics. The specific purposes of the study were: (1) to determine job opportunities involving knowledge and skill which were related in home economics; (2) to predict trends for employment in these jobs; and, (3) to analyze the requirements for jobs within the various occupations.

Jobs involving home economics were determined by use of the Dictionary of Occupational Titles. Businesses and industries, which included these jobs, were determined by use of the DOT. Data were collected from seven population centers in Kentucky -- Bowling Green, Covington, Henderson, Lexington, Louisville, Owensboro, and Paducah. A survey of home-related jobs was conducted in Lexington.

Selection of the specific businesses and industries to be used in the 10 percent sample was accomplished by use of telephone directories to obtain the names in each community, and then, the needed number of interviews for the separate businesses and industries were selected at random. Personal interviews of employers were conducted using structured questionnaire forms. All data were analyzed by programs developed at the Computing Center, University of Kentucky.

Employment Opportunities

There were 32,973 jobs related to home economics knowledge and skill being performed by employees in Kentucky. From the analyzed data in this study, it appears the trend for a major percent of these jobs will continue through 1971. Replacement and expansion data project many new employees will be needed in at least 28 of the 52 job titles (see Table 32 in the Appendix).

There were 12 job titles involving home economics knowledge and skill which appear to have the greatest employment opportunities as determined by the total present vacancies, replacements, and expansion data. Table 25 contains these data. These jobs are: waitress; kitchen helper; cook, short order; porter; cook, head, cafeteria; maid, general; counterman; cafeteria worker; baker helper; restaurant manager; food baker; charwoman; and hostess. These jobs are more likely to appear in the following businesses: cafeterias (commercial and public schools), hospitals, motels and hotels, bakeries, and restaurants.

Employment Requirements and Benefits

Studies have shown that there is a direct relationship between the level of requirements for a job or position and the benefits received from working. Generally speaking, the higher the educational requirements for any job, the higher the monetary returns, the greater the job security, more promotion possibilities, and more opportunities for health, insurance, and retirement plans.

From Table 25, of the 12 job titles leading in employment opportunities only five, 42 percent, required that an applicant be a high school graduate. In some businesses and industries (cafeterias and restaurants), occupational experience is considered an essential element prior to employment. As noted in Table 25, only two job titles considered related and/or work experiences to be an essential element for an applicant. In 12 leading job opportunities, the employers replied that they would prefer employing

TABLE 25

SUMMARY OF JOB OPPORTUNITIES, REQUIREMENT, AND BENEFITS FOR THE 12 LEADING JOB TITLES

Job Title	JOB OPPORTUNITIES, REQUIREMENTS, AND BENEFITS											
	Vacancies Replacements, Expansion		Educational Level	Occupational Experience Required	Vocational Training	Hours per week $\bar{X}$	Ages--Youngest and Oldest		Beginning Hourly Salary	Promotion Possibilities	Health Insurance Plans	Retirement Plans
	T	F										
Waitress	5,540	5,540	No specific level	None	Yes	43	21	41	$1.12	None	No	No
Kitchen Helper	1,666	913	No specific level	None	Yes	37	21	51	$1.34	None	No	No
Cook, short order	1,402	1,032	No specific level	None	Yes	44	19	45	$1.25	None	No	No
Porter	542	-	No specific level	None	Yes	41	26	50	$1.28	None	Yes	No
Cook, head, cafeteria	632	492	High school graduate	Work experience	Yes	43	24	48	$1.62	None	No	No
Maid, general	1,413	1,413	No specific level	none	Yes	38	23	49	$1.27	None	No	No
Counterman, cafeteria	458	458	High school graduate	None	Yes	40	22	47	$1.22	Merit	No	Yes
Baker helper	404	-	High school graduate	None	Yes	44	23	45	$1.43	Other	Yes	No
Manager, restaurant	223	-	High school graduate	Related & Work Exp.	Yes	53	26	47	$2.02	None	No	No
Baker, food	927	-	No specific level	None	Yes	44	23	51	$1.62	None	Yes	No
Charwoman	-	282	No specific level	None	Yes	36	31	53	$1.19	None	No	No
Hostess	-	205	High school graduate	None	Yes	45	22	42	$1.42	None	Yes	No

people who have had vocational training for these specific jobs.

Eleven of the 12 job titles (Table 25) required employees to be 21 years of age or older for employment. This finding helps one to conclude that post high school occupational programs may be needed in vocational home economics.

Since the educational requirements for job entry for the 12 leading home economics job titles were so low, the benefits were also meager for employees. The hours were long; the pay was at poverty level or below. In most cases there was little opportunity for promotion, and the health and retirement plans for employees were scarce for these 12 jobs. It appears as though some employers were not maintaining State and Federal regulations for employment.

There appears to be job opportunities involving knowledge and skill in home economics for individuals, with less than a high school diploma. If programs in vocational home economics are planned and conducted, enabling individuals to enter a job better prepared for functioning, will this encourage employers to up the benefits of a job well done or will the present low benefits continue to exist?

Planning of Content

The job tasks obtained from the DOT did form an up-to-date listing of competencies needed for performing the various jobs studied. Most employers requested copies of the listing of tasks for the jobs because of their clearness.

To estimate whether the tasks could be readily transformed into teaching materials, specific tasks listed under the waitress title were analyzed into component skills, knowledge, and attitudinal domains. This example is included in Appendix D.

Implications

The methodology used for completing this study was very complex and expensive. The employment benefits, for the job titles involving knowledge and skill in home economics and having employment opportunities, were less than expected by most citizens. When home economics occupational programs in education are planned utilizing the data from this study, five implications appear to be important. First, cooperative education programs should be developed so enrollees can earn while they learn. Second, the local advisory committee should work with personnel from management to increase the benefits for employees. Third, a careful follow-up of employees should be organized to see if effective work is being duly rewarded.

The fourth implication has to do with program development. It seems desirable to have occupational courses related to the food service and institutional management areas organized. Organizing for job clusters rather than training for a specific job should be tried. Since it was found that most of the jobs require little educational background for employment, recruitment should be centered on persons who have dropped out of high school and those who have never been employed since reaching adulthood. Short term courses should be tried for these courses. These courses should be located in the areas of Kentucky where the greatest opportunity for employment exist, namely the Covington, Lexington, and Louisville areas.

The fifth implication has to do with developing courses of study. The tasks for each of the job titles should be utilized in developing units for occupational courses.

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APPENDIX

TABLE 26

NUMBER AND LOCATION OF BUSINESSES AND THE SAMPLE UTILIZED TO DETERMINE THE EMPLOYMENT OPPORTUNITIES RELATED TO KNOWLEDGE AND SKILL IN HOME ECONOMICS

	Daviess Owensboro		Fayette Lexington		Henderson Henderson		Jefferson Louisville		McCracken Paducah		N. Kentucky Cov.,Ft.Tho., Newport		Warren Bowling Green		Total	
	No.	Samp. or Pop.	No.	Samp or Pop.	No.	Samp. or Pop.	No.	Samp. or Pop.	No.	Samp. or Pop.	No.	Samp. or Pop.	No.	Samp. or Pop.		
Bakery(Whsle.)	2	2	5	5	0	0	25	3	2	2	0	0	3	3	37	15
Bakery(retail)	7	1	6	1	2	2	48	5	2	2	17	2	2	2	84	15
Cafeteria	5	5	15	2	4	4	22	2	0	0	14	1	9	1	69	15
Clothing and store	32	3	34	3	18	2	100	10	25	3	24	2	25	3	258	26
Hospital	2	2	12	1	1	1	23	2	2	2	4	4	2	2	46	14
Hotel	3	3	6	1	4	4	17	2	5	5	4	4	5	5	44	24
Laundry, dry-cleaning	11	1	22	2	7	1	121	12	10	1	44	4	13	1	228	22
Motel	17	2	38	4	8	1	33	3	17	2	20	2	18	2	151	16
Nursery school	2	2	8	1	0	0	15	2	3	3	3	3	1	1	32	12
Nursing home	8	1	22	2	2	2	44	4	14	1	18	2	6	1	114	13
Restaurant	67	7	142	14	35	4	575	58	63	6	211	21	62	6	1,155	116
Total	156	29	310	36	81	21	1,023	103	143	27	359	45	146	27	2,218	288

TABLE 27

KINDS OF BUSINESSES SURVEYED -- LOCATION, NUMBER, AND SAMPLE -- TO DETERMINE THE EMPLOYMENT OPPORTUNITIES RELATED TO KNOWLEDGE AND SKILL IN HOME ECONOMICS

Business	Bowling Green		Covington		Henderson		Lexington		Louisville		Owensboro		Paducah		Total	
	Number	Sample*	Number	Sample	Number	Sample	Number	Sample	Number	Sample	Number	Sample	Number	Sample	Number	Sample
Bakery (wholesale)	2	2	5	3	0	0	25	3	2	0	0	0	3	3	37	11
Bakery (retail)	7	1	6	1	2	2	48	5	2	1	17	2	2	2	84	14
Cafeteria	5	5	15	2	4	4	22	2	0	0	14	1	9	1	69	15
Clothing and department store	32	3	34	3	18	2	100	10	25	2	24	2	25	3	258	25
Hospital	2	2	12	1	1	1	23	2	2	0	4	0	2	2	46	8
Hotel	3	0	6	1	4	4	17	3	5	5	4	1	5	4	44	18
Laundry, dry cleaning	11	1	22	2	7	1	121	10	10	1	44	4	13	1	228	20
Motel	17	2	38	4	8	1	33	3	17	2	20	5	18	1	151	18
Nursery school	2	2	8	1	0	0	15	2	3	3	3	1	1	1	32	10
Nursing home	8	1	22	2	2	2	44	4	14	0	18	2	6	1	114	12
Restaurant	67	7	142	14	35	4	575	45	63	6	211	17	62	6	1,155	99
Sub-total	156	26	310	34	81	21	1,023	89	143	20	359	35	146	25	2,218	250

* Sample or population

APPENDIX A

Kinds of Businesses and Industries, with Contents of Interview Questionnaires

1.0 Bakery (Food Service, General Interview Questionnaire)

Specific Interview Schedules

Baker Helper (526.886)
Counterman, Cafeteria (311.878)
Food Assembler (319.884)
Baker (526.781)
Pantrygirl (520.487)
Baker, Head (313.138)
Cake Decorator (524.381)
Porter (381.887)

2.0 Cafeteria (Food Service, General Interview Questionnaire)

Specific Interview Schedules

Baker Helper (526.886)
Chef, Kitchen (313.131)
Executive Chef (313.168)
Counter Supervisor (311.138)
Counterman, Cafeteria (311.878)
Cook, Head (313.138)
Cook, Short Order (314.381)
Kitchen Clerk (223.587)
Kitchen Helper (318.887)
Food Assembler (319.884)
Baker (526.781)
Manager, Cafeteria (187.168)
Kitchen Supervisor (310.138)
Pantrygirl (520.487)
Porter (381.887)
Pantryman, Salad Maker (317.884)
Butcher, Meat (316.781)

3.0 Dry Cleaner (Clothing Production and Service, General Interview Questionnaire)

Specific Interview Schedules

Lining Finisher (782.781)
Dry Cleaner, Hand (362.884)
Spotter (362.381)
Furniture Cleaner (362.884)
Seamstress Mender (782.884)
Hat Trimmer (782.781)
Presser, Hand (363.884)

4.0 Clothing and Department Stores (Clothing Management, Product, and Service, General Interview Questionnaire)

Specific Interview Schedules

Seamstress, Linen Room (785.381)
Alteration Tailor (785.281)
Alteration Seamstress (785.381)
Lining Finisher (782.781)
Seamstress Mender (782.884)

Master Tailor (785.261)
Hat Trimmer (782.781)
Clothes Designer (142.081)
Cloth Designer (142.081)
Dressmaker (785.361)
Presser, Hand (363.884)

5.0 Nursery School (Care and Guidance of Children, General Interview Questionnaire)

Specific Interview Schedules

Child-care Attendant, School (355.878)
Child-care Leader (359.878)

6.0 Home Related (Homemaking, General Interview Questionnaire)

Specific Interview Schedules

Home Attendant (354.878)
Clothing Maintenance Specialist (309.878)
Personal Maid (309.878)
Mother's Helper (306.878)
Day Worker (301.887)
Ironer (302.887)
Laundress (302.887)
Farm Housemaid (303.878)
Domestic Couple (309.999)
Companion (309.878)
Housekeeper, Home I (303.138)

Maid, General (306.878)
Household Cook (305.281)
Footman (309.878)
Butler (309.138)
Charwoman (381.887)
Babysitters (307.878)
Infant's Nurse (307.878)
Nursemaid (307.878)
Foster Mother (309.878)
Governess (099.228)
Kitchen Helper (318.887)

7.0 Hospital (Food, Clothing, and Management, General Interview, Questionnaire)

Specific Interview Schedules

Chef, Kitchen (313.131)
Executive Chief (313.168)
Counter Supervisor (311.138)
Counterman, Cafeteria (311.878)
Cook, Head (313.138)
Pantrygirl (520.487)
Kitchen Clerk (223.587)
Kitchen Helper (318.887)
Food Assembler (319.884)
Baker (526.781)
Kitchen Supervisor (310.138)

Food Service Supervisor (319.138)
Second Cook (317.887)
Hostess (310.868)
Furniture Cleaner (362.884)
Maid, General (306.878)
Executive Housekeeper (187.168)
Charwoman, Head (381.137)
Charwoman (381.887)
Houseman (323.887)
Linen Room Seamstress (785.381)

8.0 Motel and Hotel (Food, Clothing, and Management, General Interview Questionnaire)

Same as 7.0 Hospital

9.0 Nursing Home (Food, Clothing, and Management, General Interview Questionnaire)

Same as 7.0 Hospital

10.0 Restaurant (Food Service, General Interview Questionnaire)

Specific Interview Schedules

Baker Helper (526,886)
Chef, Kitchen (313.131)
Executive Chef (313.168)
Counter Supervisor (311.138)
Counterman (311.878)
Waiter, Captain (311.138)
Waiter-Waitress (311.878)
Cook, Head (313.138)
Cook, Short Order (314.381)
Kitchen Clerk (223.587)
Food Assembler (319.884)
Baker (526.781)
Manager, Restaurant (187.168)
Manager, Catering (187.168)
Kitchen Supervisor (310.138)
Pantrygirl (520.487)
Hostess (310.868)
Porter (381.887)
Pantryman (317.884)
Butcher, Meat (316.781)

APPENDIX B

GENERAL INTERVIEW QUESTIONNAIRE

HOME ECONOMICS RELATED OCCUPATIONS

- Hospitals, Hotels, Motels, Nursing Homes -

In order to plan vocational home economics programs as they relate to preparation for employment, data are needed concerning 1) number of people currently employed in the various occupations, 2) projections of employment needs for the future, and 3) analysis of the requirements for the various occupations.

Employer Information

A. Name of Employer: ______________________________
B. Name of Employing Firm: ______________________________
C. Location: ____________________ Phone: ______________
D. Total Employees: ____________________

Employment Picture

Please furnish your current employment, number of employee vacancies, and number of workers that will be needed during the next five years for replacement and expansion for each job listed. Space is allowed for adding additional occupartional categories.

Job Title	Number Currently Employed		Present Vacancies		Employees Needed Through 1971 for			
					Replacement		Expansion	
	Total	Female	Total	Female	Total	Female	Total	Female
Food Service Area								
52 Chef								
19 Executive Chef								
23 Counter supervisor . . .								
15 Counterman, cafeteria. .								
24 Waiter, captain								
16 Waiter								
36 Waitress								
25 Cook, head								
14 Cook, short order. . . .								
38 Pantrygirl								
53 Kitchen clerk								
54 Kitchen helper								
55 Food assembler								
56 Baker, foods								
03 Manager, restaurant or coffee shop								
21 Manager, catering . . .								

Job Title	Employed		Vacancies		Replacement		Expansion	
	Total	Female	Total	Female	Total	Female	Total	Femal
22 Kitchen supervisor . . .								
57 Food service supervisor								
58 Second cook								
77 Hostess								
59 Other								
60 Other								
Management Service Area								
11 Furniture cleaner . . .								
35 Maid, general								
34 Housekeeper, executive.								
07 Charwoman, head								
61 Charwoman								
101 Houseman								
63 Other								
64 Other								
65 Other								
Clothing Service Area								
48 Seamstress, linen room								
66 Other ____________ . . .								
67 Other ____________ . . .								
68 Other ____________ . . .								

Yes No

___ ___ 1. Do you have group health insurance for all of the employees?
If yes, what proportion is paid by the employer? ____________

___ ___ 2. Do you have a retirement plan for all of the employees?
If yes, which one? ______________________________
____

APPENDIX C

JOB INTERVIEW SCHEDULE

EXECUTIVE CHEF

Job Title: 19 Executive Chef (313.168)

Job Description

Yes No Tasks

___ ___ 1. Supervises and coordinates activities of chefs, cooks, and other kitchen workers engaged in preparing and cooking foods.
___ ___ 2. Plans or participates in planning menus and utilization of food surpluses and leftovers, taking into account probable number of guests, marketing conditions, popularity of various dishes and recency of menu.
___ ___ 3. Estimates food consumption and purchases or requisitions foodstuff and kitchen supplies.
___ ___ 4. Reviews menus, analyses recipes, determines food, labor, and overhead costs, and assigns prices to menu items.
___ ___ 5. Directs food apportionments policy to control cost.
___ ___ 6. Supervises cooking and other kitchen personnel and coordinates the assignments to insure economical and timely food production.
___ ___ 7. Observes methods of food preparation and cooking, sizes of portion and garnishing of foods to insure food is prepared in prescribed manner.
___ ___ 8. Test cooked foods by tasting and smelling them.
___ ___ 9. Devises special dishes and develops recipes.
___ ___ 10. Hires, trains, and discharges employees.
___ ___ 11. Maintains time and payroll records.
___ ___ 12. Responsible for profitable operation of food-preparation departmen
___ ___ 13. Other ____________________
___ ___ 14. Other ____________________
___ ___ 15. Other ____________________

Training Practices

Yes No

___ ___ 1. Do you have a training program for preparing of executive chefs at the present time?
If yes, may we have a copy of the program outline?

___ ___ 2. Do you have an apprenticeship program?
If yes, may we have a copy of the program outline?

Executive Chef

Yes No

___ ___ 3. Would you employ a person as an executive chef if trained in a vocational program?

___ ___ 4. Other ____

Employment Practices

Yes No

___ ___ 1. Is there a too old or too young age for entrance into employment as an executive chef? If yes, what is the best age? ____

___ ___ 2. Is there an educational level requirement for job entry? If yes, what is the requirement? ____________________________

___ ___ 3. Are there occupational requirements for job entry? If yes, what are these requirements? ____________________________
____

___ ___ 4. Are women considered for employment as an executive chef?

5. What are the working hours per week? ____________________

6. What is the policy regarding promotion? ____________________
____

7. What is the salary for a beginning executive chef? __________

8. What might an executive chef expect to make (in money) after five years of employment? ____________________

9. Who employs the executive chef? ____________________

10. Who supervises the executive chef? ____________________

TABLE 28

ESTIMATE OF PRESENT TOTAL EMPLOYEES BY SPECIFIC JOB TITLES RELATED TO HOME ECONOMICS, FOR EACH OF THE SEVEN POPULATION AREAS

Job Title	Location															
	Bowling Green		Covington		Henderson		Lexington		Lexington Ho. Rel.		Louisville		Owensboro		Paducah	
	T	F	T	F	T	F	T	F	T	F	T	F	T	F	T	F
Manager, food concession	0	0	0	0	20	0	0	0	0	0	0	0	1	1	0	0
Manager, catering	0	0	30	10	0	0	30	30	0	0	30	10	20	0	0	0
Manager, restaurant	73	21	150	40	22	22	250	80	0	0	600	190	70	40	11	1
Charwoman, head	0	0	0	0	0	0	50	40	0	0	80	50	0	0	10	10
Spotter, head	20	0	10	10	10	0	10	0	0	0	110	40	10	0	0	0
Dry cleaner, hand	0	0	0	0	10	0	10	0	0	0	50	0	0	0	0	0
Furniture cleaner	0	0	0	0	0	0	0	0	0	0	50	0	2	2	20	0
Cook, short order	233	62	200	110	140	80	520	370	0	0	760	460	192	90	12	11
Counterman, cafe	30	30	0	0	2	2	1,040	1,040	0	0	380	380	60	10	0	0
Waiter	0	0	10	0	0	0	0	0	0	0	230	0	0	0	3	0
Executive chef	10	10	10	10	0	0	30	10	0	0	70	10	30	0	1	0
Kitchen supervisor	11	11	10	10	2	2	10	0	0	0	230	190	3	3	11	11
Counter supervisor	10	10	0	0	0	0	320	310	0	0	150	90	1	1	20	20
Waiter, captain	0	0	20	10	0	0	20	0	0	0	60	0	0	0	11	10
Cook, head, cafeteria	85	43	130	70	5	4	1,050	100	0	0	510	390	78	38	52	30
Nursery sch. teacher	0	0	2	2	0	0	10	0	0	0	40	40	2	2	12	12
Mother's helper	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0	0
Housekeeper, executive	1	1	40	40	2	2	80	60	0	0	80	60	3	3	34	34
Maid, general	12	12	400	390	0	0	200	180	54	54	1,000	830	63	63	159	159
Waitress	434	434	1,820	1,820	118	116	2,470	1,790	0	0	3,540	3,110	520	500	162	162
Cake decorator	3	2	0	0	3	1	50	0	0	0	70	40	10	0	3	3
Pantrygirl	30	30	40	40	0	0	160	160	0	0	490	440	0	0	16	16
Baker, head	16	0	10	10	2	0	60	0	0	0	130	60	2	0	1	0
Master tailor	0	0	0	0	0	0	20	0	0	0	30	0	0	0	0	0
Seamstress, alteration	50	50	0	0	0	0	0	0	2	2	70	60	40	40	20	20

TABLE 28 (Cont'd)

Job Title	Location															
	Bowling Green		Covington		Henderson		Lexington		Lexington Ho. Rel.		Louisville		Owensboro		Paducah	
	T	F	T	F	T	F	T	F	T	F	T	F	T	F	T	F
Seamstress, linen room	1	1	10	10	1	1	10	10	0	0	70	70	5	5	1	1
Seamstress mender	10	10	10	10	10	0	30	30	0	0	50	50	10	10	0	0
Lining finisher	0	0	0	0	0	0	10	10	0	0	0	0	10	10	0	0
Alteration tailor	0	0	0	0	0	0	40	40	0	0	130	100	60	40	0	0
Chef	10	10	70	0	3	3	50	10	0	0	20	10	20	0	13	0
Kitchen clerk	0	0	10	0	2	2	10	0	0	0	40	40	12	2	0	0
Kitchen helper	85	1	270	40	45	41	830	380	1	1	1,140	650	298	94	56	45
Food assembler	141	51	0	0	9	9	100	80	0	0	300	230	21	21	3	3
Baker, food	21	10	30	20	3	2	220	50	0	0	800	50	40	0	4	4
Food, service super.	2	2	0	0	1	1	0	0	0	0	30	30	0	0	0	0
Second cook	65	63	0	0	2	2	80	60	0	0	150	120	17	17	0	0
Charwoman	22	22	0	0	51	51	380	380	1	0	140	140	37	37	0	0
Child care attendant (H)	3	3	0	0	0	0	30	0	0	0	0	0	0	0	0	0
Foster mother	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Nursemaid	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Baker helper	16	10	10	10	3	0	590	30	0	0	760	410	22	0	12	12
Hostess	41	41	140	140	2	2	120	100	0	0	180	170	50	30	23	23
Porter	100	0	130	0	13	0	1,090	140	0	0	620	0	56	31	26	0
Cook, household	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Laundress	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
Ironer	0	0	0	0	0	0	0	0	7	7	0	0	0	0	0	0
Day worker	0	0	0	0	0	0	0	0	16	16	0	0	0	0	0	0
Babysitter	0	0	0	0	0	0	120	90	7	7	0	0	0	0	0	0
Houseman	28	0	90	0	23	0	190	100	0	0	520	210	60	1	17	10
Pantryman	70	60	30	30	2	2	130	130	0	0	0	0	63	43	0	0
Butcher, meat	0	0	10	0	0	0	60	10	0	0	0	0	0	0	10	0
Hand presser	0	0	70	30	0	0	30	20	0	0	130	130	10	10	0	0
Total	1,633	1,000	3,762	2,862	506	345	10,518	5,848	93	91	13,840	8,860	1,898	1,144	723	597

TABLE 29

ESTIMATE OF THE TOTAL VACANCIES AND FEMALE VACANCIES, BY SPECIFIC JOB TITLES, FOR EACH OF THE SEVEN POPULATION AREAS

Job Title	Location															
	Bowling Green		Covington		Henderson		Lexington		Lexington Ho. Rel.		Louisville		Owensboro		Paducah	
	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.
Manager, food concession	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Manager, catering	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Manager, restaurant	--	--	--	--	--	--	10	--	--	--	--	--	--	--	--	--
Charwoman, head	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Spotter, head	--	--	--	--	--	--	--	--	--	--	20	--	--	--	--	--
Dry cleaner, hand	--	--	--	--	--	--	--	--	--	--	10	--	--	--	--	--
Furniture cleaner	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Cook, short order	10	--	--	--	--	--	40	20	--	--	110	20	--	--	--	--
Counterman, cafeteria	30	30	--	--	--	--	--	--	--	--	20	20	--	--	--	--
Waiter	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Executive chef	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Kitchen supervisor	--	--	--	--	--	--	--	--	--	--	20	20	--	--	--	--
Counter supervisor	20	20	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Waiter, captain	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Cook, head (cafeteria)	--	--	--	--	--	--	30	30	--	--	--	--	--	--	--	--
Nursery sch. teacher	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Mother's helper	--	--	--	--	--	--	--	--	02	02	--	--	--	--	--	--
Housekeeper, executive	--	--	--	--	--	--	--	--	--	--	--	--	--	--	01	01
Maid, general	--	--	30	30	--	--	10	10	04	04	--	--	--	--	36	36
Waitress	30	30	40	40	--	--	130	130	--	--	10	10	100	100	32	32
Cake decorator	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Pantrygirl	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Baker, head	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Master tailor	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TABLE 29 (Cont'd)

Job Title	Location															
	Bowling Green		Covington		Henderson		Lexington		Lexington Ho. Rel.		Louisville		Owensboro		Paducah	
	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.
Seamstress, linen room	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Seamstress, alteration	--	--	--	--	--	--	--	--	--	--	80	80	--	--	--	--
Seamstress, mender	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Lining finisher	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Alteration tailor	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Chef	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Kitchen clerk	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Kitchen helper	20	20	10	--	--	--	40	40	--	--	--	--	--	--	20	10
Food assembler	10	10	--	--	--	--	10	10	--	--	--	--	--	--	--	--
Baker, food	--	--	--	--	--	--	30	--	--	--	--	--	--	--	--	--
Food service super.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Second cook	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Charwoman	--	--	--	--	--	--	10	10	--	--	30	30	--	--	--	--
Child care attendant(H)	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Foster mother	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Nursemaid	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Baker helper	--	--	--	--	--	--	30	--	--	--	--	--	--	--	--	--
Hostess	--	--	--	--	--	--	--	--	--	--	--	--	--	--	10	10
Porter	--	--	--	--	--	--	--	--	--	--	10	--	--	--	--	--
Cook, household	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Laundress	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Ironer	--	--	--	--	--	--	--	--	02	02	--	--	--	--	--	--
Day worker	--	--	--	--	--	--	--	--	09	09	--	--	--	--	--	--
Babysitter	--	--	--	--	--	--	--	--	01	01	--	--	--	--	--	--

TABLE 29 (Cont'd)

Job Title	Location															
	Bowling Green		Covington		Henderson		Lexington		Lexington Ho. Rel.		Louisville		Owensboro		Paducah	
	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.	T Vac.	F Vac.
Houseman	--	--	--	--	--	--	--	--	--	--	10	--	--	--	--	--
Pantryman (salad)	--	--	--	--	--	--	--	--	--	--	--	--	03	03	--	--
Butcher, meat	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Hand presser	--	--	--	--	--	--	10	--	--	--	--	--	--	--	--	--
Total vacancies	120	110	80	70	--	--	350	250	18	18	320	180	103	103	99	89
Total job titles	6	5	3	2	--	--	11	7	5	5	8	6	2	2	5	5

Total = 1,090
Female = 820

TABLE 30

ESTIMATE OF THE TOTAL REPLACEMENTS AND FEMALE REPLACEMENTS, BY SPECIFIC JOB TITLE, IN THE SEVEN POPULATION AREAS

Job Title	Location															
	Bowling Green		Covington		Henderson		Lexington		Lexington Ho. Rel.		Louisville		Owensboro		Paducah	
	T	F	T	F	T	F	T	F	T	F	T	F	T	F	T	F
Manager, food concession	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Manager, catering	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Manager, restaurant	--	--	--	--	--	--	--	--	--	--	60	40	--	--	02	02
Charwoman, head	--	--	--	--	--	--	10	10	--	--	20	20	--	--	20	20
Spotter, head	--	--	--	--	--	--	--	--	--	--	10	10	--	--	--	--
Dry cleaner, hand	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Furniture cleaner	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Cook, short order	190	140	60	50	--	--	460	440	--	--	80	50	140	100	11	11
Counterman, cafeteria	--	--	--	--	06	06	--	--	--	--	20	20	100	100	--	--
Waiter	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Executive chef	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Kitchen supervisor	10	10	--	--	--	--	--	--	--	--	200	200	--	--	--	--
Counter supervisor	--	--	--	--	--	--	--	--	--	--	10	10	--	--	20	20
Waiter, captain	--	--	--	--	--	--	80	--	--	--	--	--	--	--	--	--
Cook, head (cafeteria)	61	51	--	--	--	--	200	110	--	--	10	--	--	--	10	10
Nursery school teacher	--	--	--	--	--	--	--	--	--	--	--	--	01	01	02	02
Mother's helper	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Housekeeper, executive	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maid, general	--	--	280	280	--	--	730	730	--	--	--	--	--	--	86	86
Waitress	1,754	1,754	190	190	--	--	1,150	1,150	--	--	290	290	220	220	45	45
Cake decorator	--	--	--	--	--	--	--	--	--	--	--	--	--	--	01	01
Pantrygirl	50	50	--	--	--	--	10	10	--	--	--	--	--	--	03	03
Baker, head	--	--	--	--	02	--	--	--	--	--	--	--	--	--	--	--
Master tailor	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Seamstress, alteration	20	20	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Seamstress, linen room	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Seamstress, mender	--	--	10	10	--	--	--	--	--	--	10	10	--	--	--	--
Lining finisher	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TABLE 30 (Cont'd)

Job Title	Location															
	Bowling Green		Covington		Henderson		Lexington		Lexington Ho. Rel.		Louisville		Owensboro		Paducah	
	T	F	T	F	T	F	T	F	T	F	T	F	T	F	T	F
Alteration tailor	--	--	--	--	--	--	--	--	--	--	--	--	20	20	--	--
Chef	10	10	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Kitchen clerk	--	--	--	--	01	01	--	--	--	--	--	--	--	--	--	--
Kitchen helper	121	01	280	50	11	09	70	50	--	--	200	200	210	30	22	22
Food assembler	80	80	--	--	03	03	20	20	--	--	30	30	--	--	02	02
Baker, food	10	--	--	--	04	--	10	10	--	--	--	--	210	--	01	01
Food service supervisor	--	--	--	--	--	--	--	--	--	--	20	20	--	--	--	--
Second cook	60	60	--	--	01	01	10	10	--	--	--	--	--	--	--	--
Charwoman	56	56	--	--	--	--	120	100	--	--	--	--	13	13	--	--
Child care attendant (H)	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Foster mother	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Nursemaid	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Baker helper	--	--	--	--	04	--	--	--	--	--	--	--	10	--	--	--
Hostess	32	32	10	10	--	--	10	10	--	--	--	--	20	20	11	11
Porter	200	--	--	--	02	--	--	--	--	--	60	--	40	13	--	--
Cook, household	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Ironer	--	--	--	--	--	--	--	--	02	02	--	--	--	--	--	--
Day worker	--	--	--	--	--	--	--	--	01	01	--	--	--	--	--	--
Babysitter	--	--	--	--	--	--	--	--	01	01	--	--	--	--	--	--
Houseman	03	--	--	--	--	--	130	10	--	--	60	60	--	--	--	--
Pantryman	60	60	--	--	--	--	--	--	--	--	--	--	75	75	--	--
Butcher, meat	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Hand presser	--	--	10	10	--	--	--	--	--	--	90	90	--	--	--	--
Total replacements	2,717	2,324	840	600	34	20	3,010	2,660	4	4	1,170	1,050	1,059	592	236	236
Total job titles	16	12	7	7	9	5	14	13	3	3	15	14	12	9	14	14

TABLE 31

ESTIMATE OF THE TOTAL EXPANSION AND FEMALE EXPANSION, BY SPECIFIC JOB TITLE, FOR EACH OF THE SEVEN POPULATION AREAS

Job Title	Location													
	Bowling Green		Covington		Henderson		Lexington		Lexington Ho. Rel.		Louisville		Owensboro		Paducah	
	T Exp.	F Exp.	T Exp.	F Exp.	T Exp.	F Exp.	T Exp.	F Exp.	T Exp.	F Exp.	T Exp.	F Exp	T Exp.	F Exp.	T Exp.	F Exp.
Manager, food concession	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Manager, catering	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Manager, restaurant	--	--	10	--	--	--	--	--	--	--	110	70	30	20	01	01
Charwoman, head	--	--	--	--	--	--	10	10	--	--	20	20	--	--	30	30
Spotter, head	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Dry cleaner, hand	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Furniture cleaner	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Cook, short order	40	40	40	30	--	--	10	10	--	--	130	80	70	30	11	11
Counterman, cafeteria	--	--	--	--	02	02	70	70	--	--	210	210	--	--	--	--
Waiter	--	--	--	--	--	--	--	--	--	--	20	20	--	--	--	--
Executive chef	--	--	--	--	--	--	--	--	--	--	--	--	10	--	--	--
Kitchen supervisor	--	--	--	--	--	--	--	--	--	--	100	100	--	--	01	01
Counter supervisor	--	--	--	--	01	01	30	30	--	--	70	60	--	--	30	30
Waiter, captain	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Cook, head (cafeteria)	70	70	40	40	01	01	20	10	--	--	170	150	--	--	20	20
Food assembler	60	60	10	--	12	12	30	30	--	--	30	30	10	10	03	03
Baker, food	20	--	--	--	--	--	30	30	--	--	570	--	--	--	02	02
Food service supervisor	--	--	--	--	01	01	--	--	--	--	20	20	--	--	--	--
Second cook	40	40	--	--	02	02	10	10	--	--	--	--	--	--	01	01
Charwoman	20	20	--	--	--	--	40	40	--	--	10	10	03	03	--	--
Child care attendant (H)	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Foster mother	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Nursemaid	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Baker helper	--	--	--	--	--	--	--	--	--	--	350	190	10	10	--	--
Hostess	20	20	--	--	--	--	10	10	--	--	60	60	10	10	12	12
Porter	--	--	--	--	--	--	10	--	--	--	180	40	40	20	--	--
Cook, household	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Laundress	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TABLE 31 (Cont'd)

Job Title	Location															
	Bowling Green		Covington		Henderson		Lexington		Lexington Ho. Rel.		Louisville		Owensboro		Paducah	
	T Exp.	F Exp.	T Exp.	F Exp.	T Exp.	F Exp.	T Exp.	F Exp.	T Exp.	F Exp	T Exp.	F Exp.	T Exp.	F Exp	T Exp.	F Exp.
Ironer	--	--	--	--	--	--	--	--	01	01	--	--	--	--	--	--
Day worker	--	--	--	--	--	--	--	--	02	02	--	--	--	--	--	--
Babysitter	--	--	--	--	--	--	--	--	02	02	--	--	--	--	--	--
Nursery school teacher	--	--	03	03	--	--	--	--	--	--	--	--	--	--	03	03
Mother's helper	--	--	--	--	--	--	--	--	01	01	--	--	--	--	--	--
Housekeeper, executive	--	--	--	--	--	--	--	--	--	--	--	--	--	--	10	10
Maid, general	--	--	120	120	--	--	10	10	--	--	--	--	--	--	107	107
Waitress	320	320	150	150	--	--	100	100	--	--	750	750	140	140	89	89
Cake decorator	01	01	--	--	--	--	--	--	--	--	50	50	--	--	01	01
Pantrygirl	--	--	--	--	--	--	10	10	--	--	--	--	--	--	03	03
Baker, head	--	--	--	--	--	--	--	--	--	--	30	--	--	--	--	--
Master tailor	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Seamstress, alteration	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Seamstress, linen room	--	--	--	--	02	02	10	10	--	--	10	10	--	--	01	01
Seamstress, mender	--	--	10	10	--	--	--	--	--	--	--	--	--	--	--	--
Lining finisher	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Alteration, tailor	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Chef	--	--	--	--	05	--	10	10	--	--	--	--	--	--	--	--
Kitchen clerk	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Kitchen helper	40	--	80	30	09	08	60	60	--	--	300	300	120	30	53	53
Houseman	--	--	10	--	--	--	20	20	--	--	100	100	--	--	--	--
Pantryman (salad)	20	20	10	10	--	--	--	--	--	--	--	--	10	10	--	--
Butcher, meat	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Hand presser	--	--	10	10	--	--	--	--	--	--	--	--	--	--	--	--
Total expansion	651	591	493	403	34	29	490	470	6	6	3,290	2,270	453	283	378	378
Total job titles	11	9	12	9	9	8	18	17	4	4	21	19	11	10	18	18

TABLE 32

SUMMARY OF ESTIMATES SHOWING PRESENT EMPLOYMENT, VACANCIES, REPLACEMENTS, AND EXPANSION BY JOB TITLE, FOR THE SEVEN POPULATION AREAS OF KENTUCKY

Job Title	Total Number Employed	Female Employed	Total Vac-ancies	Female Vac-ancies	Total Replacements Needed by 1971	Female Replacements Needed by 1971	Total Expansion Needed by 1971	Female Expansion Needed by 1971
Manager, food concession	21	1						
Manager, catering	110	50						
Manager, restaurant	1,176	394	10		62	42	151	91
Charwoman, head	140	100			50	50	60	60
Spotter, head	170	50	20		10	10		
Dry cleaner, hand	70		10					
Furniture cleaner	72	2						
Cook, short order	2,057	1,183	160	40	941	791	301	201
Counterman, cafe	1,512	1,462	50	50	126	126	282	282
Waiter	243						20	20
Executive, chef	151	40					10	
Kitchen supervisor	277	227	20	20	210	210	101	101
Counter supervisor	501	431	20	20	30	30	131	121
Waiter, captain	111	20			80			
Cook, head (cafe)	1,910	675	30	30	281	171	321	291
Nursery school teacher	66	56			3	3	6	6
Mother's helper	8	8	2	2			1	1
Housekeeper, executive	240	200	1	1			10	10
Maid, general	1,888	1,688	80	80	1,096	1,096	237	237
Waitress	9,064	7,932	342	342	3,649	3,649	1,549	1,549
Cake decorator	139	46			1	1	52	52
Pantrygirl	736	686			63	63	13	13
Baker, head	221	70			2		30	
Master tailor	50							
Seamstress, alterations	182	172	80	80	20	20	23	23

TABLE 32 (Cont'd)

Job Title	Total Number Employed	Female Employment	Total Vac-ancies	Female Vac-ancies	Total Replacements Needed by 1971	Female Replacements Needed by 1971	Total Expansion Needed by 1971	Female Expansion Needed by 1971
Seamstress, linen room	98	98					23	23
Seamstress, mender	120	110			20	20	10	10
Lining finisher	20	20						
Alteration tailor	230	180			20	20		
Chef	186	33			10	10	15	10
Kitchen clerk	74	44			1	1		
Kitchen helper	2,725	1,252	90	70	914	362	662	481
Food assembler	574	394	20	20	135	135	155	145
Baker, food	1,118	136	30		235	11	622	32
Food service supervisor	33	33			20	20	21	21
Second cook	314	262			71	71	53	53
Charwoman	631	630	40	40	189	169	73	73
Child care attendant(H)	33	3						
Foster mother	1							
Nursemaid	1	1						
Baker helper	1,413	472	30		14		360	200
Hostess	556	506	10	10	83	83	112	112
Porter	2,035	171	10		302	13	230	60
Cook, household	1	1						
Laundress	2	2						
Ironer	7	7	2	2	2	2	1	1
Day worker	16	16	9	9	1	1	2	2
Babysitter	127	97	1	1	1	1	2	2
Houseman	928	321	10		193	70	130	120
Pantryman (salad)	295	265	3	3	135	135	40	40
Butcher (meat)	80	10						
Hand presser	240	190	10		100	100	10	10
Total number	32,973	20,747	1,090	820	9,070	7,486	5,796	4,430
Number job titles	52	48	26	18	35	32	35	33

TABLE 33

TASKS WHICH GIVE DIRECTION TO PROGRAM DEVELOPMENT FOR TRAINING BY SPECIFIC JOB TITLE

Job Title	Task	Percent Agreement
Manager, Catering	1. Plans and arranges for banquets and other special functions.	90
	2. Analyzes requirements of occasion, suggests types of service.	90
	3. Quotes prices.	90
	4. Draws up contract for banquet service and obtains patron's signature.	90
	5. Consults with food preparation department head concerning daily menus and operating problems.	80
	6. Investigates complaints concerning service or quality of food.	80
	7. Confers with patrons desiring banquet, luncheon, or other special service.	80
	8. Arranges for details, such as decorations, entertainment, and food service schedule.	80
	9. Observes work of dining room personnel to insure that food is served efficiently and courteously.	70
	10. Takes corrective action regarding complaints.	70
	11. Supervises workers preparing banquets.	70
Manager, Restaurant	1. Adjusts complaints concerning food or service.	94
	2. Inspects dining room, kitchen, and equipment for cleanliness and conformity with sanitary regulations.	93
	3. Supervises and coordinates the activities of workers in a coffee shop or restaurant.	92
	4. Assigns and schedules duties.	92
	5. Coordinates their activities. (the workers)	92

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreement
	6. Hires and instructs dining room and kitchen personnel.	91
	7. Requisitions or purchases food and confers with chef in planning menus.	86
	8. Keeps time and production records.	81
Charwoman, Head	1. Supervises and coordinates activities of workers engaged in cleaning a premise.	100
	2. Assigns cleaning tasks to workers.	100
	3. Recommends discharge of incompetent workers.	100
	4. Inspects their work for conformance to building standards.	88
	5. Issues supplies and equipment.	88
	6. Resolves worker's problems or refers matters to supervisor.	88
	7. Trains new workers.	88
	8. Records hours worked.	88
	9. Performs duties of workers.	88
Spotter	1. Spreads article on worktable and positions stain over vacuum head or on marble slab.	81
	2. Sprinkles chemical solvents over stains and pats area with brush or sponge until stain is removed.	81
	3. Sprays steam, water, or air over spot to flush out chemicals and dry garment.	81
	4. Applies chemicals to neutralize effect of solvents.	75
Dry cleaner, Hand	1. Determines whether article will be cleaned with water or dry-cleaning solvents.	83
	2. Determines work aids to use, such as cloths, brushes, or sponges.	83
	3. Rinses and dries cleaned articles.	83

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreement
Cook, Short Order	1. Prepares and cooks to order all kinds of foods which require only a short time to prepare	93
	2. Prepares sandwiches.	87
Counterman, Cafeteria	1. Scrubs and polishes counters, steamtables, and other equipment.	95
	2. Replenishes foods at serving stations.	90
	3. Brews coffee and tea.	90
	4. Serves food from counters and steamtables to cafeteria patrons.	85
	5. Ladles soups and sauces.	80
	6. Portions desserts.	80
	7. Serves salads, vegetables, meat, breads, and cocktails.	75
	8. Adds relishes and garnishes according to instructions from the counter supervisor.	75
	9. Fills beverage cups and glasses as indicated by customer.	70
Waiter-Waitress	1. Relays order to kitchen.	92
	2. Totals bill and accepts payment or refers patron to cashier.	92
	3. Serves meals to patrons according to established rules of etiquette.	91
	4. Writes order on check or memorizes it.	91
	5. Observes diners to fulfill any additional request and to perceive when meal has been completed.	90
	6. Answers questions regarding food preparation.	88
	7. Serves courses from kitchen and service bars.	86
	8. Clears table for dessert or coffee.	81
	9. Presents menu to diner.	75

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreement
Executive Chef	1. Plans or participates in planning menus and utilization of food surpluses and left-overs, taking into account probable number of guests, marketing conditions, popularity of various dishes and recency of menu.	92
	2. Directs food apportionments policy to control costs.	92
	3. Supervises cooking and other kitchen personnel and coordinates their assignments to insure economical and timely food productions.	92
	4. Observes methods of food preparation and cooking, sizes of portions, and garnishing of foods to insure food is prepared in prescribed manner.	92
	5. Supervises and coordinates activities of chefs, cooks, and other kitchen workers engaged in preparing and cooking foods.	85
	6. Estimates food consumption and purchases or requisitions foodstuffs and kitchen supplies.	85
	7. Tests cooked foods by tasting and smelling them.	85
	8. Devises special dishes and develops recipes.	77
Kitchen Supervisor	1. Supervises and coordinates activities of kitchen, pantry, and storeroom personnel.	83
	2. Supervises non-cooking personnel to insure cleanliness of kitchen and equipment.	75
	3. Plans or participates in utilizing food surpluses and left-overs.	71
Waiter, Captain	1. Supervises activities of workers in section of dining room	75

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreemen
Cook, Head, Cafeteria	1. Participates in preparing and cooking meals.	89
	2. Supervises and coordinates activities of workers engaged in preparing, cooking, and serving foods.	80
	3. Supervises and coordinates activities of workers who prepare, cook, and serve food, clean premises, and wash dishware.	72
Nursery School Teacher	1. Organizes and leads activities of prekindergarten children in nursery schools or in play-rooms operated for patrons of theaters, department stores, hotels and similar organizations.	100
	2. Helps children remove outer garments.	100
	3. Organizes and participates in games.	100
	4. Reads to children.	100
	5. Teaches them simple painting, drawing, handwork, and similar activities.	100
	6. Directs children in eating, resting, and toileting.	100
	7. Helps children develop habits of caring for own clothing and picking up and putting away toys and books	100
	8. Maintains discipline.	100
	9. Serves meals and refreshments to children.	100
	10. Regulates rest periods.	100
	11. Assists in such tasks as preparing food and cleaning quarters.	100
Mother's Helper	1. Cleans household, using vacuum cleaner, broom, mops, cloths, and cleaning solutions.	100
	2. Changes linens and makes beds.	90
	3. Washes and irons clothes and linens.	90
	4. Watches children to keep them out of mischief.	90
	5. Prepares and cooks food as directed.	80

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreemen
Executive Housekeeper	1. Directs institutional housekeeping program to insure clean, orderly, and attractive condition of establishment.	100
	2. Establishes standards and procedures for work of housekeeping staff.	100
	3. Plans work schedule to insure adequate service.	100
	4. Inspects and evaluates physical condition of establishment and submits to management recommendations for painting, repairs, furnishings, relocation of equipment, and reallocation of space.	94
	5. Periodically inventories supplies and equipment.	90
	6. Investigates new and improved cleaning instruments.	90
	7. Coordinates activities with those of other departments.	90
	8. Organizes and directs departmental training programs.	81
	9. Resolves personnel problems.	81
	10. Hires new employees.	74
	11. Evaluates records to forecast department personnel requirements.	71
Maid, General	1. Empties wastebaskets and ashtrays.	90
	2. Cleans bathroom fixtures.	70
Cake Decorator	1. Decorates cakes and pastries with designs, using icing bag and homemade paper cone.	100
	2. Tints white icing with food coloring.	100
	3. Inserts disc of specific design into tip of bag or paper cone and fills bag or cone with colored icing.	10
	4. Squeezes bag to eject icing while moving bag with free-arm writing motions to form design on cake.	10

TABLE 33 (CONT'D)

Job Title		Task	Percen Agreemen
	5.	Forms intricate designs on flower nail and transfers them to cake with spatula.	100
	6.	Spreads icing between layers and on surfaces of cake with spatula.	82
	7.	Trims uneven surfaces of cakes or cuts and shapes cake to required size with knife.	73
	8.	Mixes icing.	73
Pantrygirl	1.	Assembles, weighs, and measures ingredients.	87
	2.	Weighs dry ingredients into graduated containers.	73
Baker, Head	1.	Supervises and coordinates activities of personnel in bread-making department.	71
	2.	Plans production according to daily requirements.	71
	3.	Requisitions supplies and equipment.	71
Seamstress, Alteration	1.	Alters women's ready-to-wear garments as instructed.	100
	2.	Rips stitches from darts and seams of section to be sewed.	100
	3.	Operates sewing machine to sew ripped sections to customer's measurements.	100
	4.	Sews sections of garments, such as hems, sleeves, or lining, using needle and thread.	100
	5.	Presses garment, using steam iron.	92
	6.	Fits garment, on customers.	92
Seamstress, Linen Room	1.	Mends and hems articles, such as bed and table linen, towels, and uniforms, and sews new binding ribbon to edge of blankets.	85
	2.	Makes and repairs curtains and drapes.	85
	3.	Repairs bed linen.	85

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreement
Seamstress, Mender	1. Mends and repairs defects, such as tears and holes in garments, linens, curtains, and draperies.	100
	2. Resews ripped seams.	100
	3. Sews buttons, and trimming on garments after they have been cleaned.	100
	4. Operates sewing machine to restitch or replace binding ribbon on edge of blankets.	100
	5. Shortens or lengthens hems to alter size of garment.	100
	6. Replaces pockets in coats or trousers.	100
	7. Sews identifying labels and emblems on uniforms, linens or diapers for linen supply or diaper service	100
	8. Rebinds cleaned blankets by hand or by operating a sewing machine.	92
	9. Patches, darms or reweaves holes or tears in garments, curtains, or linens.	92
	10. Cuts curtains to specified measurements and hems edge.	8
	11. Sews fringe, tassels, and ruffles on to drapes and curtains.	7
Lining Finisher	1. Examines garment for damage.	10
Alteration Tailor	1. Alters clothing to fit individual customers or repairs defective garments, following alteration or repair tags or marks on garments.	10
	2. Shortens or lengthens sleeves and legs, expands or narrows waist and chest, raises or lowers collars, and inserts or eliminates padding in shoulders while maintaining drape and proportions of garment.	1
	3. Trims excess materials, using shears.	1
	4. Removes stitches from garment, using hem ripper or razor blade.	

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreement
	5. Resews garment, using needle and thread or sewing machine.	88
	6. Fits garments on customer to determine required alterations.	88
	7. Presses garment, using hand iron or pressing machine.	88
	8. Examines tag or garment to ascertain necessary alterations.	75
Chef, Kitchen	1. Supervises, coordinates, and participates in activities of cooks and other kitchen personnel engaged in preparing and cooking foods.	95
	2. Estimates food consumption, and requisitions or purchases foodstuffs.	90
	3. Receives and checks foodstuffs and supplies for quality and quantity.	90
	4. Supervises personnel engaged in preparing, cooking and serving meats, sauces, vegetables, soups and other foods.	90
	5. Cooks or otherwise prepares food according to recipes.	85
	6. Carves meat.	80
	7. Plans menus.	80
	8. Selects and develops recipes.	75
	9. Portions cooked foods, or gives instructions as to size of portions and methods of garnishing.	75
	10. Cuts, trims, and bones meats and poultry for cooking.	70
Kitchen Clerk	1. Verifies quantity and quality of foodstuffs issued to kitchen from stockroom.	100
	2. Weighs and measures foodstuffs to verify quantity received.	100
	3. Oversees distribution of all foodstuffs.	100
	4. Prepares inventory of foodstuffs on hand in kitchen.	88
	5. Oversees disposal of usable foods returned from dining room.	75

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreement
Kitchen Helper	1. Washes worktables, walls, refrigerators, and meat blocks.	85
	2. Segregates and removes trash and garbage and places it in designated containers.	85
	3. Washes pots, pans, and trays by hand.	84
	4. Scrapes food from dirty dishes and washes them by hand or places them on conveyor to dishwashing machines.	82
	5. Transfers supplies and equipment between storage and work areas by hand or by use of handtruck.	78
	6. Sweeps and mops floors.	76
Baker	1. Mixes and bakes ingredients according to recipes to produce breads, pastries, and other baked goods.	97
	2. Measures flour, sugar, shortening, and other ingredients to prepare batters, doughs, fillings and icings, using scale and graduated containers.	97
	3. Dumps ingredients into mixing-machine bowl or steam kettle to mix or cook them according to specifications.	97
	4. Rolls, cuts, and shapes doughs to form sweet rolls, piecrust, tarts, cookies, and related products preparatory to baking.	97
	5. Places dough in pans, molds, or on sheets and bakes in oven or on grill.	97
	6. Observes color of products being baked and turns thermostat or other control to adjust oven temperature.	94
	7. Applies glaze, icing, or other toping to baked goods using spatula or brush.	94
Food Service Supervisor	1. Instructs workers in methods of performing duties.	100
	2. Assigns and coordinates work of employees to promote efficiency of operations.	100
	3. Requisitions supplies and equipment to maintain stock levels.	100
	4. Supervises serving of meals in dining room.	80

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreeme
	5. Oversees cleaning of kitchen and dining rooms and washing of kitchen utensils and equipment, according to sanitary standards.	8
Second Cook	1. Stirs and strains soups and sauces	9
	2. Weighs and measures designed ingredients.	9
	3. Washes, peels, cuts, and seeds vegetables and fruits.	9
	4. Dips food items in crumbs, flour, and batter to bread them.	9
	5. Carries pans, kettles, and trays of food to and from work stations, stove, and refrigerator.	8
	6. Cleans work areas, equipment, and utensils.	8
	7. Cleans, cuts, and grinds meats, poultry, and seafood.	8
	8. Stores food in designated areas.	7
Charwoman	1. Vacuums rugs and carpets and polishes furniture.	9
	2. Keeps lavatories in neat and orderly condition.	9
	3. Empties waste baskets and trash receptacles.	9
	4. Replenishes supplies of soap and paper.	9
	5. Mops, sweeps, and dusts halls and corridors.	87
	6. Cleans and polishes lighting fixtures, marble, and trim.	7
	7. Polishes metal fixtures and fittings.	7
Foster Mother	1. Rears children in own home as members of family	10
	2. Oversees activities, regulating diet, recreation, rest periods, and sleeping time.	10
	3. Instructs children in good personal and health habits.	10
	4. Bathes, dresses, and undresses young children.	10
	5. Washes and irons clothing.	10
	6. Accompanies children on outings and walks.	10
	7. (Children) Return to parent's home during week-end and holidays.	10

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreemen
Nursemaid	1. Performs duties concerned with the care of children	100
	2. Gives children bath.	100
	3. Supervises play activities and outings.	100
	4. Irons clothes.	100
	5. Prepares meals.	100
Baker Helper	1. Cleans equipment, using brushes, cleanser, and water.	96
	2. Moves and distributes bakery supplies and products in and around production area of bakery, using handtrucks, dollies, troughs, and rack trucks.	92
	3. Weighs and measures ingredients, such as sugar, flour, yeast, syrup, and dough.	88
	4. Greases, lines, or dusts pans or boards preparatory to receiving products for bakery.	83
	5. Lifts and dumps containers of materials to help load and unload machines, bins, hoppers, racks, and ovens.	79
	6. Feeds lumps or sheets of dough into hopper or between rolls of machine.	71
Hostess	1. Welcomes patrons and seats them at tables or lounge.	97
	2. Inspects dining room serving stations and equipment for neat appearance and cleanliness.	91
	3. Adjusts or assists in adjusting complaints.	88
	4. Insures quality and rapidity of facilities and service.	81
	5. Schedules dining reservations.	78
Porter	1. Sweeps and mops floors and cleans alleys.	95
	2. Cleans dust and dirt from ceiling walls and overhead fixtures.	9
	3. Cleans work areas around machines.	89
	4. Arranges boxes, materials and handtrucks or other industrial equipment in neat and orderly manner.	8
	5. Waxes and polishes floors.	8

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreemen
	6. Cleans lint, dust, oil, and grease from machines.	77
	7. Washes windows.	77
Household Cook	1. Plans menus and cooks meals, in private home, according to recipes or tastes of employer.	100
	2. Peals, washes, trims and prepares vegetables and meats for cooking.	100
	3. Cooks vegetables.	100
	4. Bakes breads and pastries.	100
	5. Boils, broils, fries, and roasts meats.	100
	6. Cleans kitchen and cooking utensils.	100
	7. Serves meals.	100
	8. Prepares foods for special diets.	100
Laundress	1. Washes, rinses, blues, starches, dries, irons, and folds household laundry.	100
	2. Uses electric washing and ironing machines.	100
	3. Does other housework.	100
	4. Works at employer's home	100
Ironer	1. Dampens and irons wearing apparel, household linens, and other household articles with hand iron.	100
	2. Employed on hourly basis.	70
Day Worker	1. Cleans and dusts furnishings, hallways, and lavatories.	92
	2. Employed on hourly or daily basis.	92
Babysitter	1. Works on daily or an hourly basis.	100
Houseman	1. Moves and arranges furniture.	85
	2. Waxes and polishes floors by hand or by use of machine.	85

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreeme
	3. Cleans rooms, hallways, lobby, lounges, and lavatories.	80
	4. Washes walls and ceilings.	80
	5. Sweeps, mops, and scrubs floors.	80
	6. Cleans rugs, carpets, and upholstered furniture using vacuum cleaner, brooms, and shampooing machines.	72
	7. Washes windows.	72
	8. Polishes metalwork.	70
Pantryman	1. Prepares salads, appetizers, sandwich fillings, and other cold dishes.	100
	2. Measures and mixes ingredients to make salad dressing, cocktail sauces, gelatin salads, cold desserts, and waffles, following recipes.	100
	3. Washes, peels, slices, and mixes vegetables, fruits, or other ingredients for salads, cold plates, and garnishes.	92
	4. Portions and arranges food on serving dishes.	83
	5. Prepares fruit or seafood cocktails and hor d'oeurves.	83
	6. Makes sandwiches to order.	75
Butcher, Meat	1. Cuts, trims, and bones meats to prepare them for cooking using knives, saw, and cleaver.	100
	2. Chops or grinds meats, using meat grinder.	100
	3. Shapes and ties roasts.	100
	4. Portions steaks and chops for individual servings, determining size of portion according to price of meal served.	100
	5. Stores meats in refrigerator.	100

TABLE 33 (CONT'D)

Job Title	Task	Percent Agreement
Presser, Hand	1. Smooths and shapes fabric prior to pressing.	100
	2. Pushes and pulls iron over surface of article, employing knowledge gained from experience to press one type or variety of types of articles, or fabrics in a factory, mill, cleaning and dying establishment, or department store.	100
	3. Fits odd-shaped pieces which cannot be presses flat over puff iron.	100
	4. Pins, folds, and hangs articles after pressing.	100
	5. Places article in position on ironing board or worktable.	94
	6. Sprays water over fabric to soften fibers when not using steam iron.	89
	7. Adjusts temperature of iron, according to type of fabric, and uses covering cloths to prevent scorching or to avoid sheen on delicate fabrics.	89

TABLE 34

RESPONSE TO WHETHER OR NOT AN EMPLOYER WOULD EMPLOY A VOCATIONALLY TRAINED PERSON, BY SPECIFIC JOB TITLES AND LOCATION

Job Title	Location								
	Kentucky $\overline{X}$	Bowling Green $\overline{X}$	Covington $\overline{X}$	Henderson $\overline{X}$	Lexington $\overline{X}$	Lexington Home Related $\overline{X}$	Louisville $\overline{X}$	Owensboro $\overline{X}$	Paducah $\overline{X}$
Manager, food conc.	Yes/No	--	--	Yes	--	--	--	No	--
Manager, catering	Yes	--	Yes	--	No	--	Yes	Yes	--
Manager, restaurant	Yes	Yes	Yes	Yes/No	Yes	--	Yes	Yes	Yes
Charwoman, head	Yes	Yes	--	--	Yes	--	Yes	--	Yes
Spotter, head	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	--
Dry cleaner, hand	Yes	--	--	Yes	Yes	--	Yes	--	--
Furniture cleaner	Yes	--	--	--	--	--	Yes/No	Yes	--
Cook, short order	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes
Counterman, cafeteria	Yes	Yes	--	Yes	Yes	--	Yes	Yes	--
Waiter	Yes/No	--	No	--	--	--	Yes	--	--
Executive chef	Yes	Yes	Yes	--	Yes	--	Yes	Yes	Yes
Kitchen supervisor	Yes	Yes/No	Yes	Yes/No	Yes/No	--	Yes	Yes	Yes/No
Counter supervisor	Yes	Yes	--	--	Yes	--	Yes	Yes	Yes
Waiter, captain	Yes	--	Yes	--	Yes/No	--	Yes	--	No
Cook, head(cafeteria)	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes
Nursery school teacher	Yes	--	Yes	--	Yes	--	Yes	Yes	No
Mother's helper	Yes	--	--	--	--	Yes	--	--	--
Housekeeper, executive	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes
Maid, general	Yes	Yes	Yes	--	Yes	Yes	Yes	Yes	Yes
Waitress	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes
Cake decorator	Yes	Yes/No	--	Yes	Yes	--	Yes	Yes	Yes
Pantrygirl	Yes	Yes	Yes	--	Yes	--	Yes	--	Yes
Baker, head	Yes	No	--	Yes/No	No	---	Yes	Yes	Yes
Master tailor	Yes	--	--	--	--	--	Yes	--	--
Seamstress, alterative	Yes	No	--	--	--	Yes	Yes	Yes	Yes
Seamstress, linen room	Yes	Yes	No	Yes	Yes/No	--	Yes	Yes	Yes
Seamstress, mender	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	--
Lining finisher	Yes	--	--	--	Yes	--	--	Yes	--
Alteration tailor	Yes	--	--	--	Yes	--	Yes	Yes	--
Chef	Yes	Yes	Yes	Yes	Yes/No	--	Yes/No	Yes	Yes
Kitchen clerk	Yes	--	Yes	Yes	Yes	--	Yes	Yes	--
Kitchen helper	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

TABLE 34 (CONT'D)

Job Title	Location								
	Kentucky $\bar{X}$	Bowling Green $\bar{X}$	Covington $\bar{X}$	Henderson $\bar{X}$	Lexington $\bar{X}$	Lexington Home Related $\bar{X}$	Louisville $\bar{X}$	Owensboro $\bar{X}$	Paducah $\bar{X}$
Food assembler	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes
Baker, food	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes
Food service Supervisor	Yes	Yes	No	Yes	No	--	Yes	--	--
Second cook	Yes	Yes	--	Yes	Yes	--	Yes	Yes	--
Charwoman	Yes	Yes/No	--	Yes	Yes	Yes	Yes	Yes	--
Child care attendant (H)	Yes	Yes	--	--	--	--	--	--	--
Foster mother	Yes	--	--	--	--	Yes	--	--	--
Nursemaid	Yes	--	--	--	--	Yes	--	--	--
Baker helper	Yes	Yes	--	Yes	Yes	--	Yes	Yes	Yes
Hostess	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes
Porter	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes
Cook, household	Yes	--	--	--	--	Yes	--	--	--
Laundress	Yes	--	--	--	--	Yes	--	--	--
Ironer	Yes	--	--	--	--	Yes	--	--	--
Day worker	Yes	--	--	--	--	Yes	--	--	--
Babysitter	Yes	--	--	--	Yes	Yes	--	--	--
Houseman	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes
Pantryman	Yes	Yes	Yes	Yes	Yes	--	--	Yes	--
Butcher, meat	Yes	--	Yes	--	Yes	--	--	--	Yes
Hand presser	Yes	--	Yes	--	Yes	--	Yes	Yes	--

APPENDIX D

SKILLS, KNOWLEDGE, AND ATTITUDES NEEDED TO PERFORM THE TASKS OF A WAITRESS

Task	Skills	Knowledge	Attitudes
1. Relays order to kitchen.	Oral: Uses English language in calling the order to each section of the kitchen. Speaks distinctly and specifically. Written: Places order at correct lay-out. Writes legibly. Avoids visiting.	Knowledge of the method of giving and assembling an order in the particular restaurant. Principles of the kitchen lay-out: Fry Cook Roast Cook Sauce Cook Vegetable Cook Salad Unit Dessert Unit Food Checker Standards of specific directions. Appropriate abbreviations, and legible letters. Command of good English.	Patience and consideration to fellow employees when calling order. Thoughtfulness toward patron's needs by avoiding visiting in kitchen.
2. Totals bill and accepts payment or refers patron to cashier.	Figures cost of food Computes sales tax. Adds costs correctly. Places check face down on table to left of customer, after he has completed the meal. or Handles money properly. Figures and makes change Operates cash register.	Knowledge of menu prices. Elementary mathematics. Basis for figuring sales tax. Where to place check on table. or Principles of handling money How to figure and make correct change. Techniques of operating cash register.	Cheerfulness toward patron in accepting payment or referring patron to cashier. Alertness in detecting when customer has completed meal and wishes no more. A conveyed feeling of "It has been a pleasure to serve you."

APPENDIX D (CONT'D)

Task	Skills	Knowledge	Attitudes
3. Serves meals to patrons according to established rules of etiquette.	Serves food from the left side, using left hand. Serves beverage from the right side, using right hand. Holds plate or glass so that the thumb or fingers do not touch the edge. Holds foods low, if person served is to help himself. Service of breakfast: Serves fruit and juices thoroughly chilled and in cold dishes. Serves coffee with first course, when desired, in heated pot or cup. Provides granulated sugar for cereal. Inquires as to how eggs are to be cooked and toast is to be prepared. Serves toast or other bread freshly made and hot. Places fruit dishes, fruit juice glasses, and cereal bowls on small plates before serving. Replenishes coffee and butter as needed. Service of luncheon or dinner:	Knowledge of food order of each persons. Principles for table service of food and beverages. Service in proper sequence. Principles of sanitary food handling procedures and personal hygiene.	Alertness an cheerfulness to patron's first meal o the day and often a very hurried meal Helpfulness patron in ca of an accide during meal. Thoughtfulne in allowing patron ample time to orde especially f luncheon or dinner meal. Consideratio in helping handicapped persons.

APPENDIX D (CONT'D)

Task	Skills	Knowledge	Attitudes
	Fills water glass 2/3 full of iced water. Places chilled butter on bread-and-butter plate or at tip of fork. Places cocktail service in center of cover. Serves guest crackers. Removes cocktail service. Places soup service in center of cover, when served. Removes soup service when guest finishes. Places entree plate in center of cover. Places individual vegetables above the cover or platter service above cover. Places salad to left of cover, 2" from edge of table. Serves beverages to right of cover. Places coffee pot above and to the right of cup and saucer. Places bread to left of salad plate.		
4. Writes order on check or memorizes it.	Walks quietly to table and asks with a smile, "May I take your order?" Stands erect to the left of patron.	Good posture. Appropriate greeting. Command of good English.	Cheerfulness and politeness toward patron in taking order and avoiding rushing customer.

APPENDIX D (CONT'D)

Task	Skills	Knowledge	Attitudes
	Holds order pad and sharpened pencil. Writes individual customer checks legibly and quickly. Uses standard abbreviations. Takes order as it will be served. Asks only necessary information. Checks each order individually.	Appropriate abbreviations, and legible letters. Principles of taking orders and asking questions concerning the order. Knowledge of the items, prices, food groups, and choices on the menu.	Appreciation of the effect of creating confidence in customer that he knows his busine Awareness of the effect of postur and good communication on the customer.
5. Observes diner to fulfill any additional request and to perceive when meal has been completed.	Stands near enough to customer to fulfill requests and to be helpful when needed. Avoids visiting with other patrons and employees. Knows substitutions before promising. Expresses regret when unable to make substitution.	Principles of observing patrons unobtrusively to fulfill request and to perceive when meal has been completed. Standards of efficient service. Knowledge of foods on menu and possible substitutions.	Alertness to needs of custome Cheerfulness in tone of voice an facial expressio Consideration fo customer's time.
6. Answers questions regarding food preparation.	Suggests daily "specials." Suggests "ready to serve" foods. Suggests food accompaniments. Interprets menu and answers questions. Suggests food from different price levels and different food categories.	Knowledge of foods on menu and ingredients of various dishes. Meaning of menu terms. Composition of a well-balanced meal. Approximate time needed for food preparation. Food accompaniments-what foods go together.	Interest toward customers. Willingness to answer questions Cheerfulness in tone of voice an facial expressio Respect for customer's question and time.

APPENDIX D (CONT'D)

Task	Skills	Knowledge	Attitudes
7. Serves courses from kitchen and service bars.	Assembling foods for a tray: Thinks through order. Sorts out orders so as to pick up all items that are found in the same place in kitchen. Collects needed items at proper places. Organizes tray to save steps and time. Loading a tray: Places one heavy platter above the arm or in center of the tray. Distributes the other dishes as evenly as possible to equalize or balance the tray. Avoids placing cups, glasses, or saucers on the edge of the tray where they may slip off or spill over the edge. Places glasses in the center of tray. Places napkin under the silver with all handles to the right. Compares food with order. Checks each item of food for attractiveness and eye appeal. Carrying a tray: Places left hand under the center of tray with fingers pointing back.	Management and safety principles. Standards for proper tray balance. Principles of manual and eye dexterity for carrying and checking a tray. Principles of attractive foods in size of serving, color arrangement, and garnishes. Techniques of lifting and carrying a tray. Knowledge of the different posture positions and their effect upon one's health. Meaning of "posture alignment" and effect on movements and fatigue.	Courtesy towar other employee and customers when carrying a tray. Self-confidenc in serving ability. Appreciation of the effect of analyzing one's posture and using correct techniques to improve postu

APPENDIX D (CONT'D)

Task	Skills	Knowledge	Attitudes
	Balances outer edge of tray with right hand if necessary. Places the heaviest side nearest the shoulder so as to rest tray on shoulder. Posture: Moves quickly but gracefully. Sits and stands erect but relaxed.		
8. Clears table for dessert or coffee.	Removes food from the left side, using left hand. Removes beverage from the right side, using right hand. Removes serving dishes first when clearing table. Removes all soiled dishes in front of one person before going to the next person. Places soiled dishes on tray, according to skills, knowledge, and attitudes of Task 7. Brushes crumbs onto a plate, using folded napkin. Luncheon or dinner sequence: Removes dishes from main course in following order: Platter, relish dish, condiment containers, if used.	Principles for table service of food and beverages. Service in proper sequence. Principles of sanitary food handling and personal hygiene. Standards of efficient service. Understanding of avoiding delaying business people or rushing a social group.	Alertness to needs. Cheerfulness in service. Helpfulness, thoughtfulness and consideration during accidents and to children or handicapped persons.

APPENDIX D (CONT'D)

Task	Skills	Knowledge	Attitudes
	Dinner plate Salad plate Bread and butter plate Individual vegetable dishes Empty beverage glass Unused silver Crumbs table, if necessary. Places dessert silver to right of cover and guest. Places dessert service in center of cover. Serves hot coffee. Keep water glass filled.		
9. Presents menu to diner.	Walks quietly to table, greets guests pleasantly and with a smile. Speaks in a well-modulated voice and says, "How do you do?"; "How do you do ladies?"; How do you do gentlemen?; "Good Morning," Good afternoon," or "Good evening." Presents menu and glass of water to each patron, if hostess has not done so.	Good posture, Task 7. Appropriate greeting. Command of good English and enunciation. Proper etiquette. Principles of filling, handling, or placing water glass. Principles of presenting menu.	Cheerfulness and politenes toward custom in making him feel welcome. Appreciation of the value of good postu to personal appearance an health. Appreciation the value of good grammar and enunciation.